

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program

Spring 2005 MAP Results

Using ClearAccess Updated for Spring 2005 (DRAFT)

INTRODUCTION

Since 1999, the Department of Elementary and Secondary Education (DESE) has provided the Missouri Assessment Program (MAP) data to districts in an electronic format. The software tool, Clear Access, was purchased to allow districts to access the MAP data with a series of pre-made reports. This manual is a reference to support the use of Clear Access. It also serves as a resource for use during the annual Clear Access trainings.

For questions regarding this manual or the use of Clear Access, please contact the Assessment Section at 1-800-845-3545, e-mail us at map@dese.mo.gov, or visit our website at: <http://dese.mo.gov/divimprove/assess/clearaccess/>

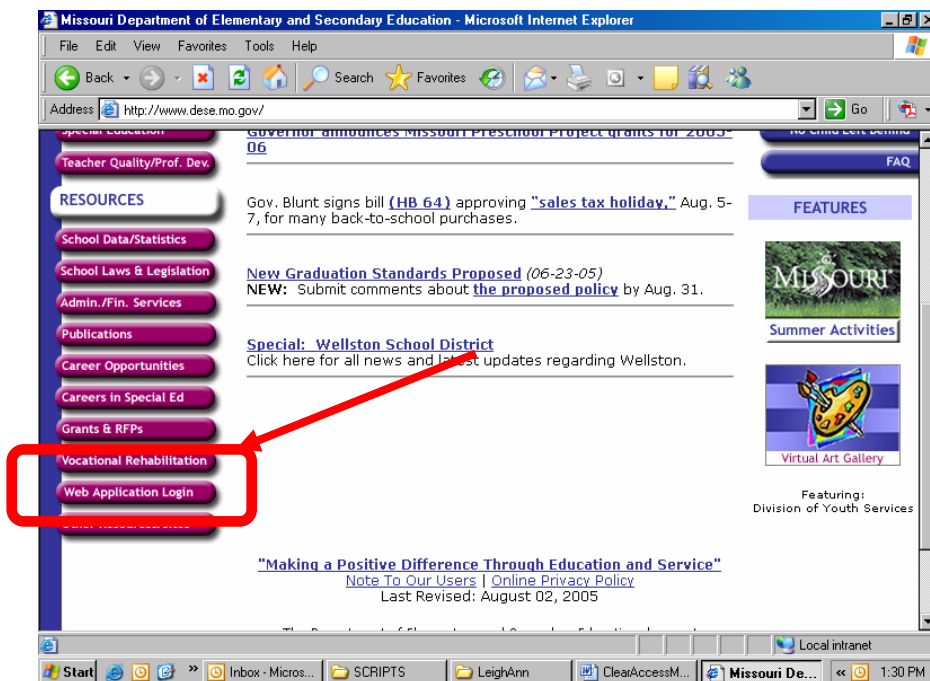
In 2004, DESE implemented a web-based technology called Crystal Reports that enables districts to access their MAP data behind the DESE security system. Crystal Reports will permit district staff to generate reports and download their data into a variety of formats, much like Clear Access. The Access database file to be used with Clear Access is available behind the DESE security system in Crystal Reports. Directions on how to access and download these files are outlined on subsequent pages of this manual.

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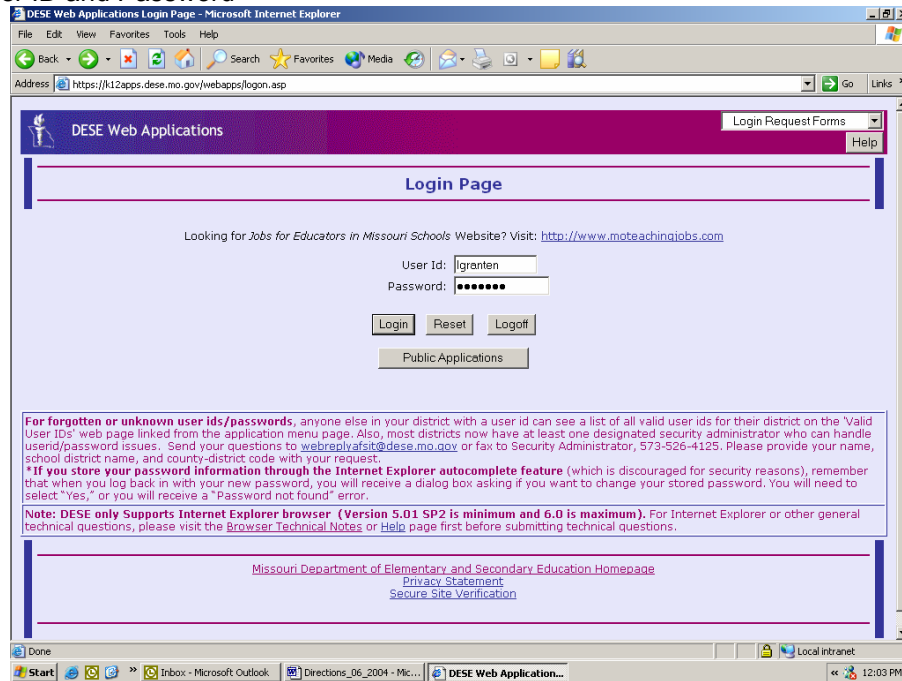
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Step-by-Step Directions to Access Crystal Reports

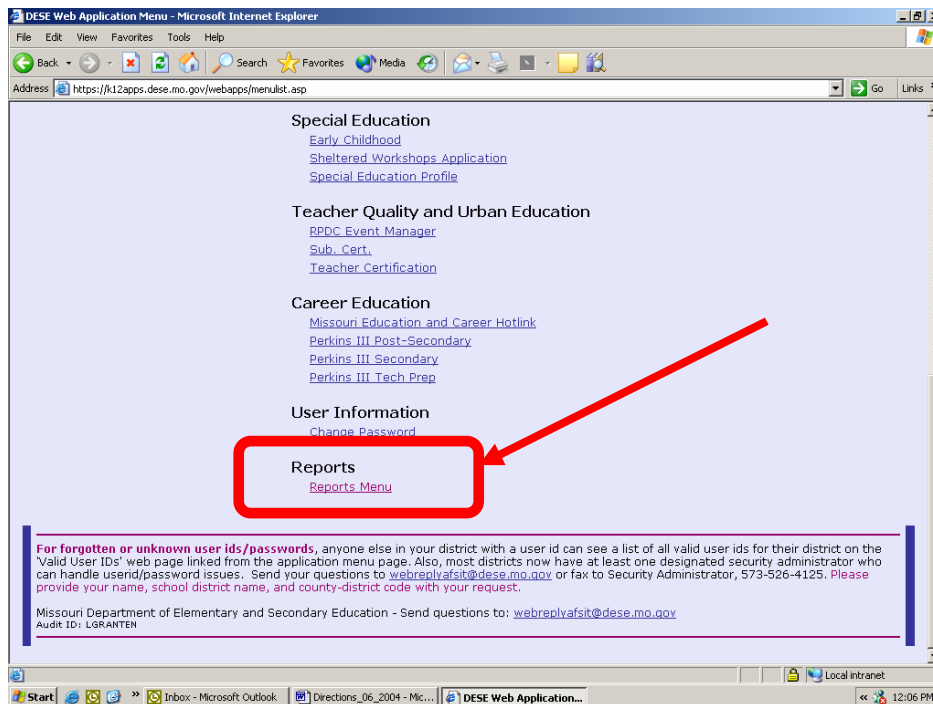
- 1) Get Access to the online system.
 - a. User IDs and Passwords
 - ❖ Contact the District Security Administrator – within each school district the superintendent and at least one other individual have been identified as the Security Administrator. They have the ability to create User Ids and passwords for the DESE web systems through the online User Manager.
 - ❖ Have DESE create the User Ids and passwords. Access the security forms on the DESE web site; complete the form and send it to DESE.
<https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf>
- 2) Logon to the System. To access the MAP Results system via the web go to <https://k12apps.dese.mo.gov/webapps/logon.asp> or from the DESE's main doorway <http://dese.mo.gov/> click on Web Application Login in the lower left-hand corner.



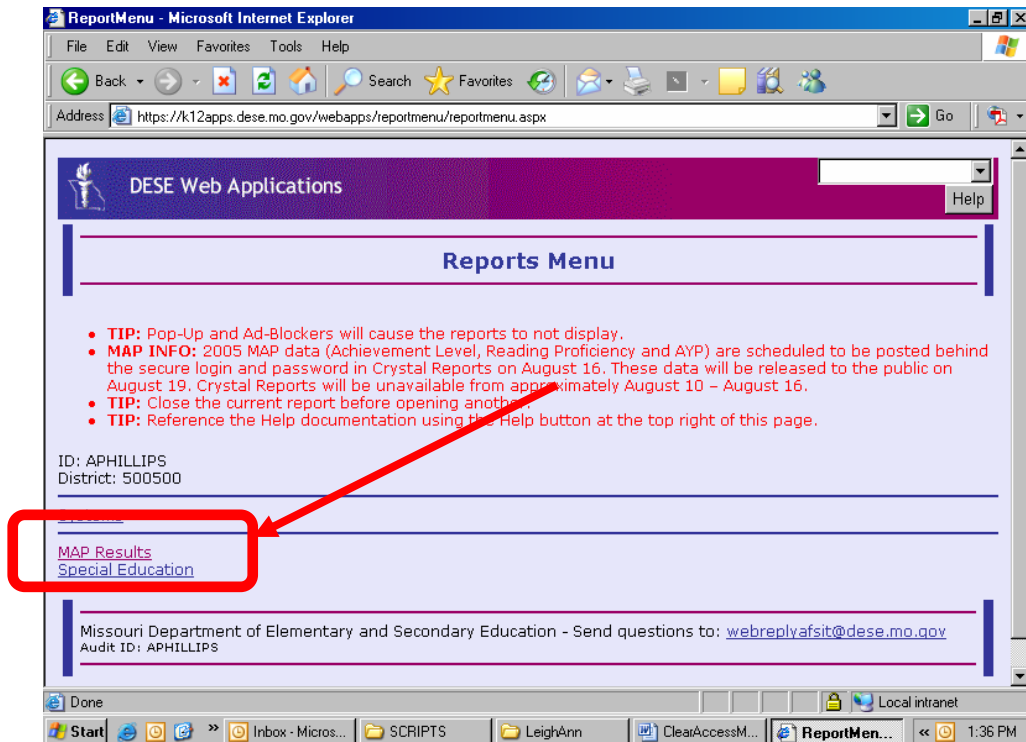
3) Enter your User ID and Password



4) Choose the Reports Menu Listed at the Bottom (NOTE: Your view of the Applications Menu will show all systems that you have access to.)



5) Choose MAP Results



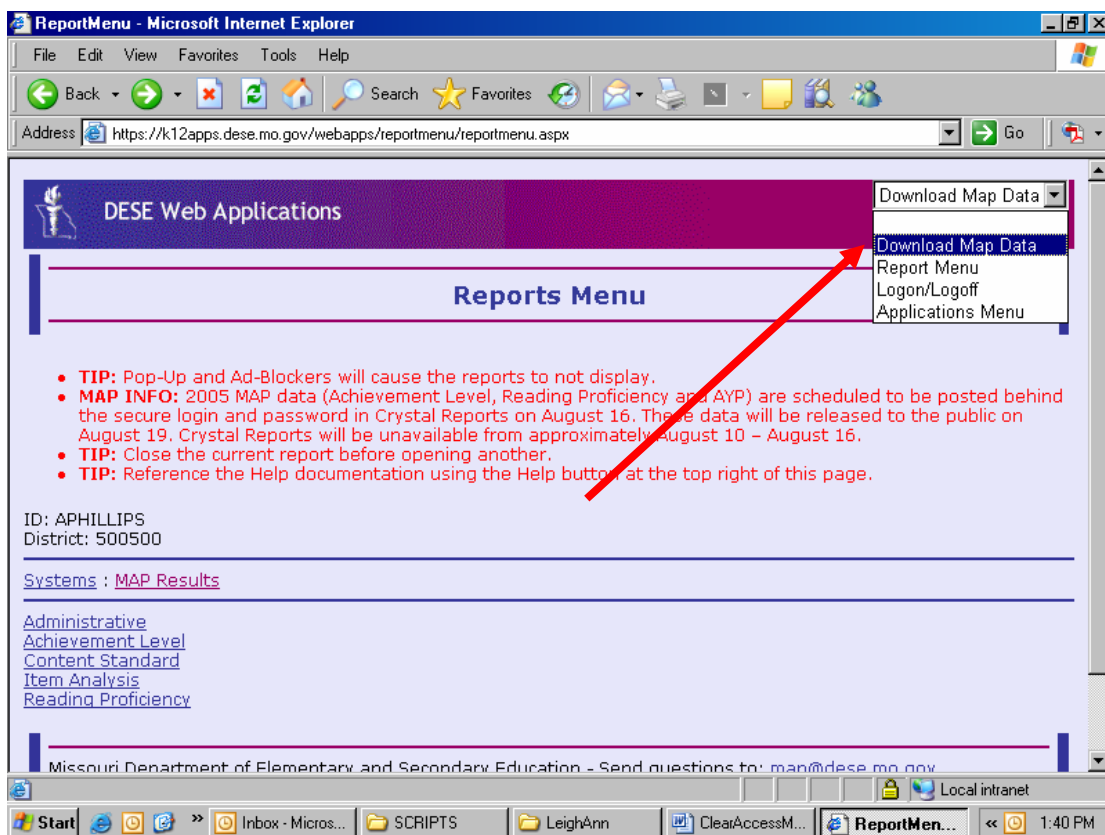
Downloading the Clear Access Data file and 2005 Report Folder

For the 2005-2006 school year, DESE has moved from Clear Access to Crystal Reports, which is a technology that enables secure Web-based access, to analyze Missouri Assessment Program (MAP) data. Much like Clear Access, Crystal Reports will permit district staff to generate reports, download data into a variety of formats, and perform ad hoc querying. Currently, only report generation and data downloading are available; other reporting functions will become available throughout the year.

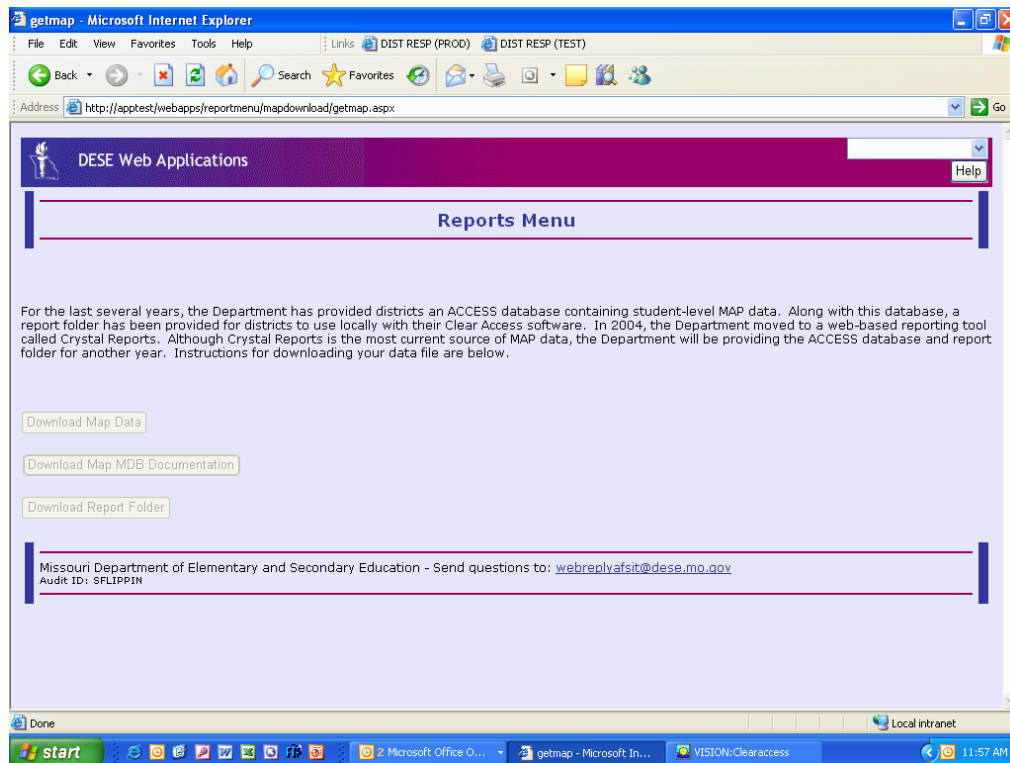
During the past several years, DESE would create a CD containing a “data file” (Access *.mdb) and a “Report Folder” for the district to use locally with Clear Access. This year, as DESE moves to the new reporting tool, the Access database file (*.mdb) and the MAP_2005_Reports folder that have always been created are available for download on this site for districts that would like the ability to use Clear Access or the data file while adjusting to Crystal Reports. DESE will NOT provide these files on CD this year.

How to download the data files:

- 1) After logging on, and going to Reports Menu, MAP Results, click on the dropdown box in the top right-hand corner and choose “Download MAP Data”.



- 2) Click on any of the buttons at the bottom of the page to download the files.



Note: There are three items that can be downloaded.

- 1) Download MAP Data → this is the Access (*.mdb) file that has been provided on the CD in the past. It will be a zipped file with the name MAP_1999_XXXXXX.mdb (where the XXXXXX is the districts six digit county district code). Even though the file is named 1999 the data is for the current year.

This file can be saved locally on the hard drive or on the network. It should be saved to a CD and can be used with Clear Access the same way as prior years. If the file is NOT saved to a CD then be sure to update the ODBC connection to point to the location of the file. See setting up your ODBC in the Clear Access Manual.

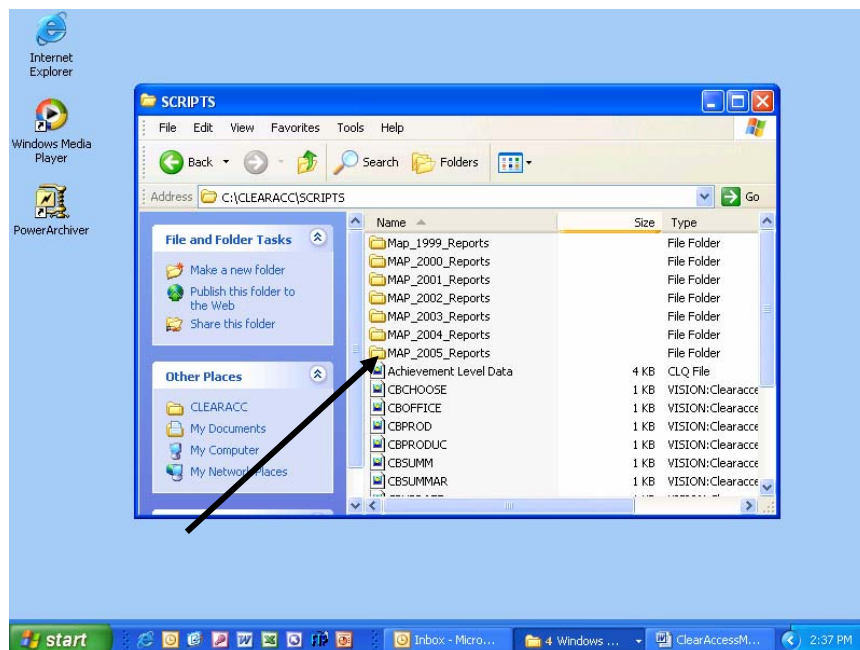
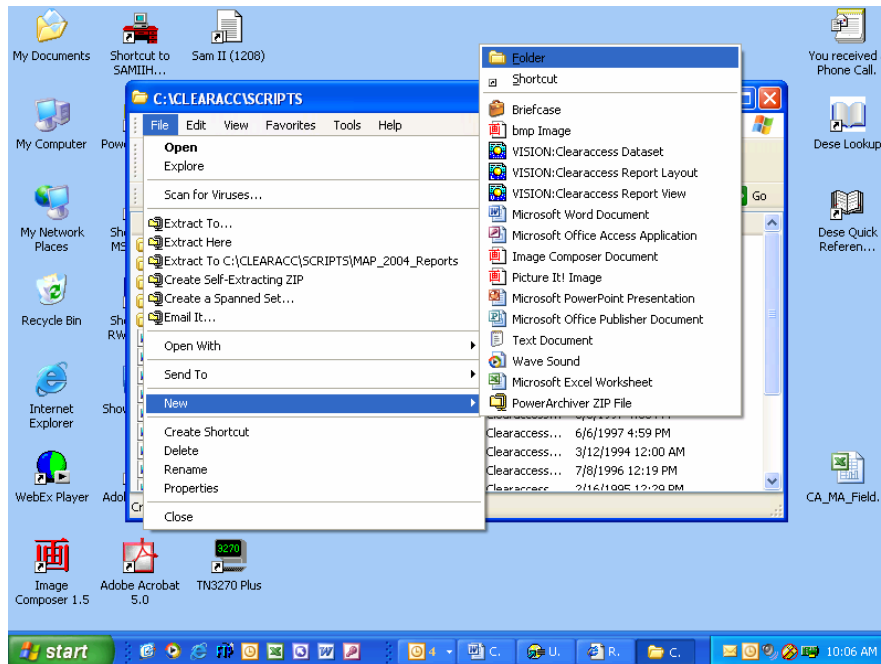
- 2) Download MAP MDB Documentation → this is an excel workbook with a list of every table in the *.mdb file, and each of the columns within those tables. This will also show the changes from the 2004 file to the 2005 for the record layout.
- 3) Download Report Folder → this is a zipped file that includes the MAP 2005 Reports folder to be used with Clear Access.

These file should be saved on the hard drive in the following location: c:\clearacc\scripts\ it will need to be unzipped.

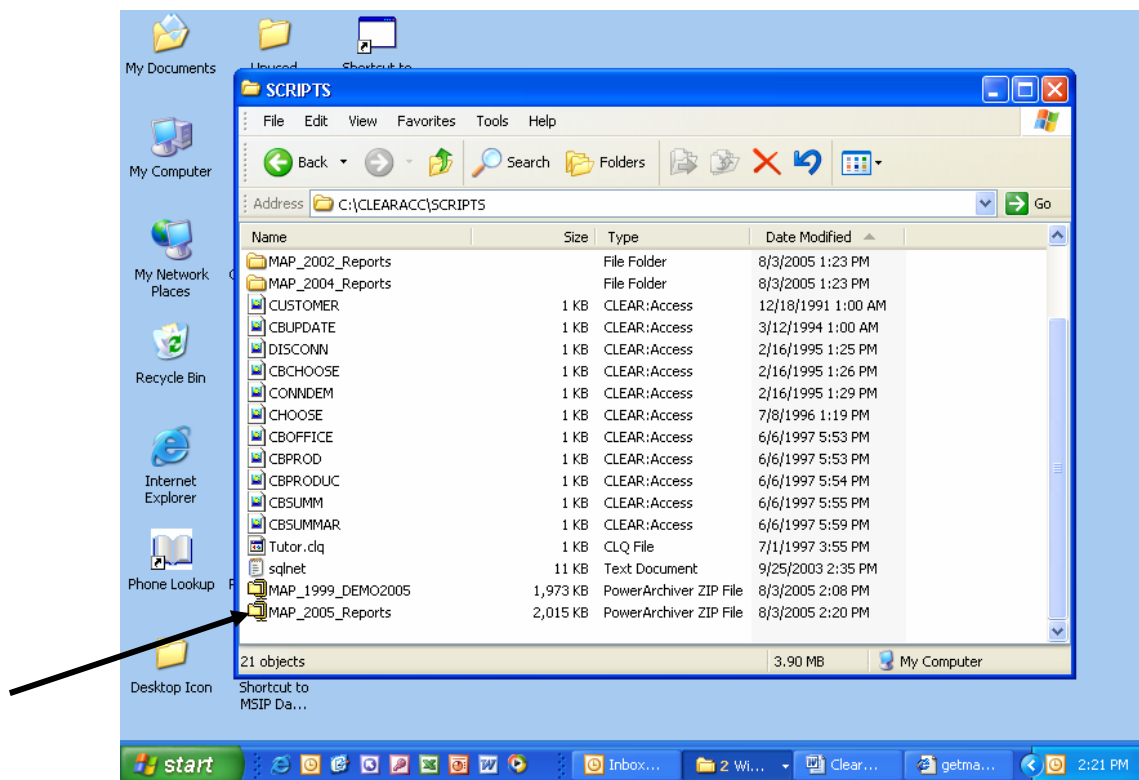
How to UnZip Files.

To unzip these files you can use WinZip (you can download WinZip at <http://www.winzip.com>) or PowerArchiver (which should be on Windows XP or Windows 2000). Both programs work in the same way.

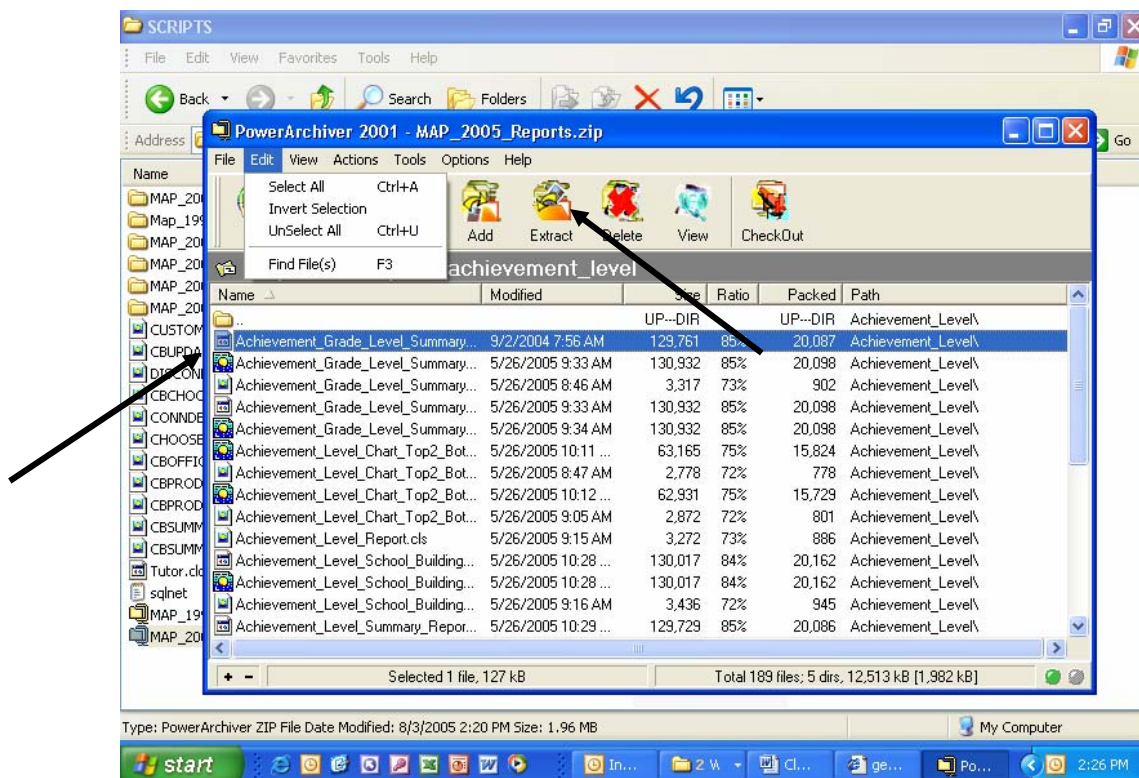
Step 1: Double click on **My Computer** and navigate to **C:\CLEARACC\SCRIPTS**. Set-up a new folder called **"MAP_2005_Reports"**.



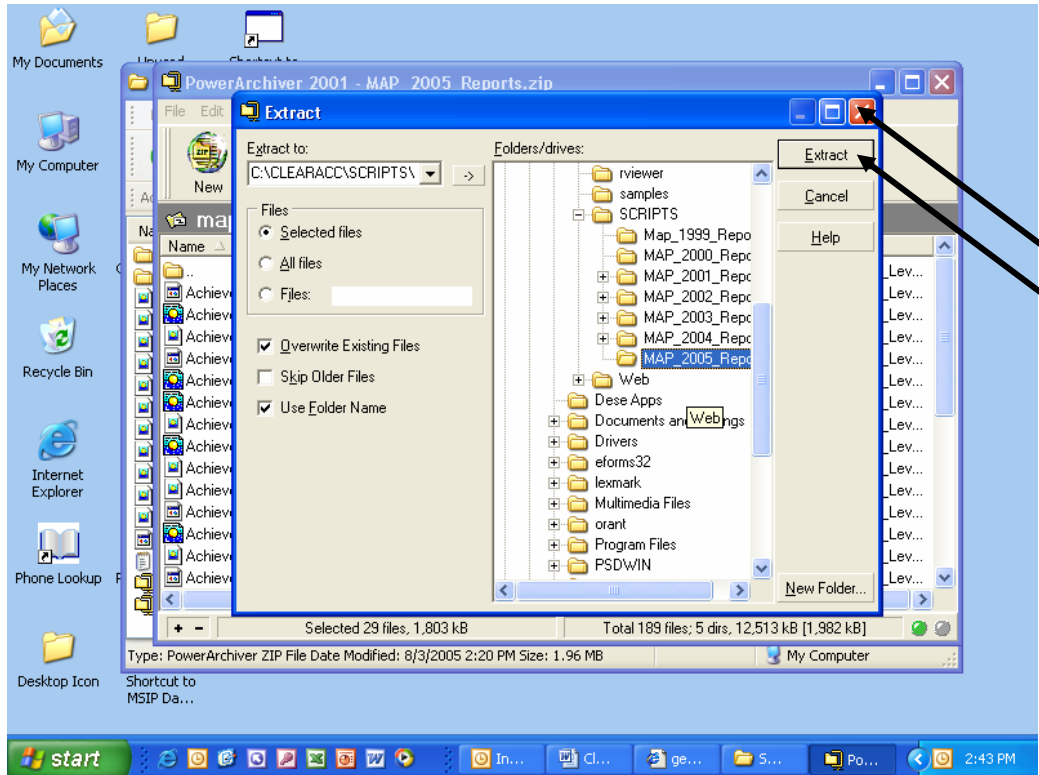
Step 2: Double click on the zipped file: **MAP_2005_Reports**.



Step 3: This will open the file in PowerArchiver or WinZip. Click on the first file, then **Edit**, **Select All**. Then Click on **Extract**.



Step 4: Under Folders/drives: navigate to **C:\CLEARACC\SCRIPTS\MAP_2005_Reports** and click on **Extract**. When the files have been extracted. Close PowerArchiver or WinZip



Step 5: Repeat the same process for the **MAP_1999_XXXX** file and save this file under **c:\clearacc\scripts**.

How to Copy Files to a CD.

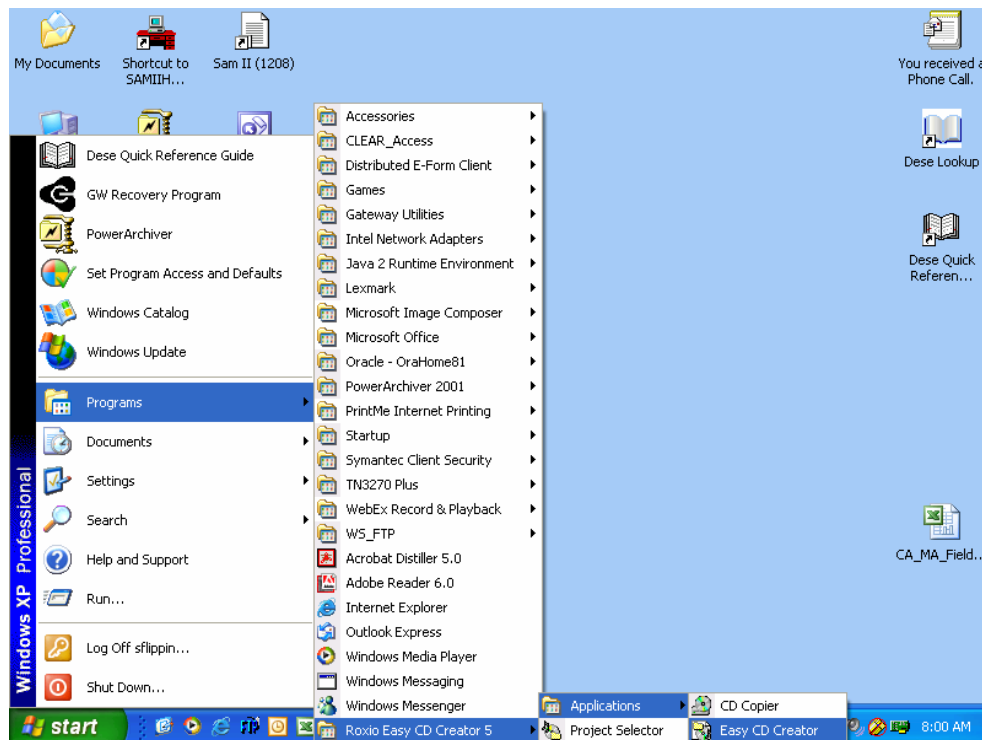
Step 1: Insert a blank CD-R or CD-RW into a CD-Recordable, CD-ReWritable, or DVD-Recordable drive.

Step 2: Navigate to your CD Creating software and open it.

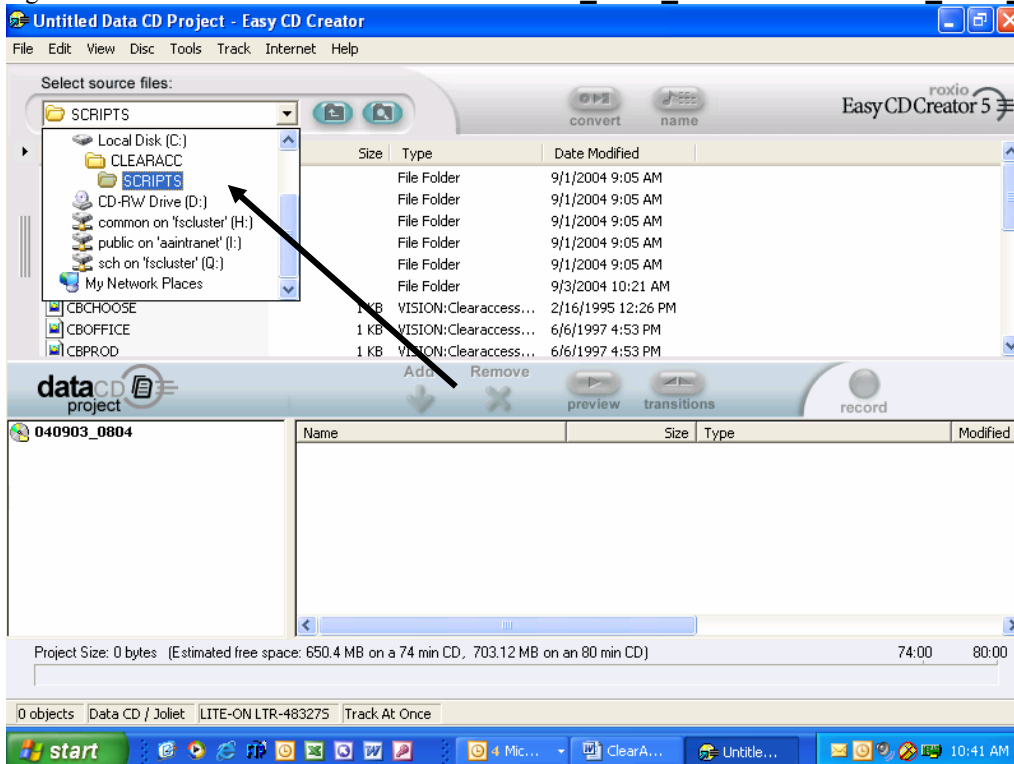
→ Start

→ Programs

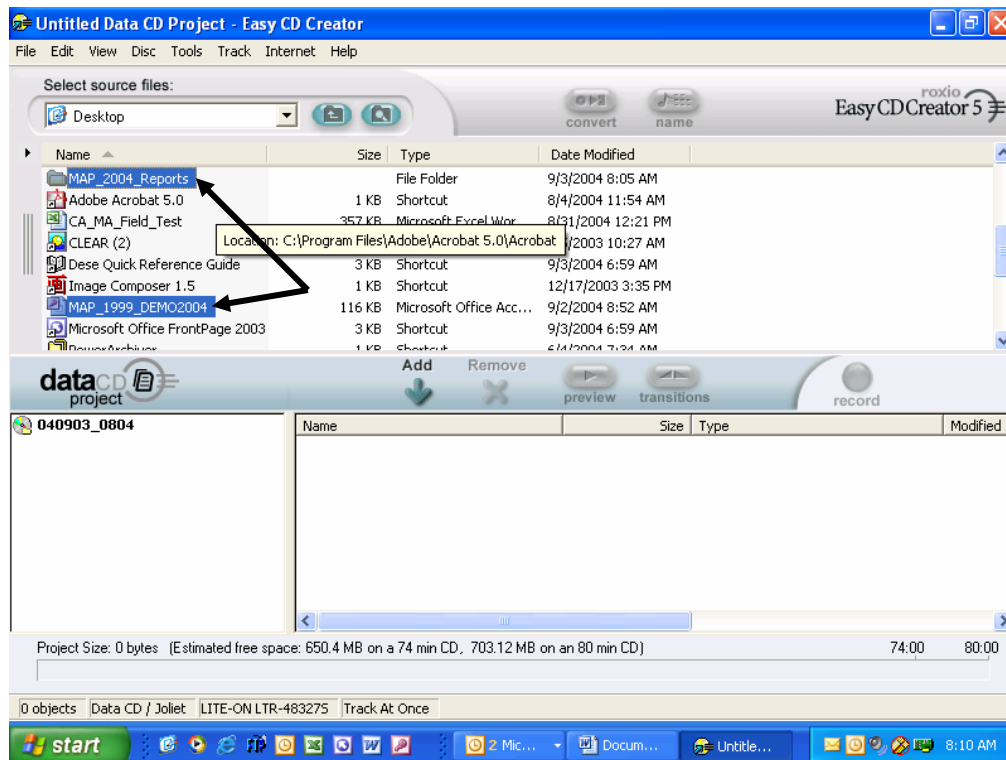
→ CD Creating Software



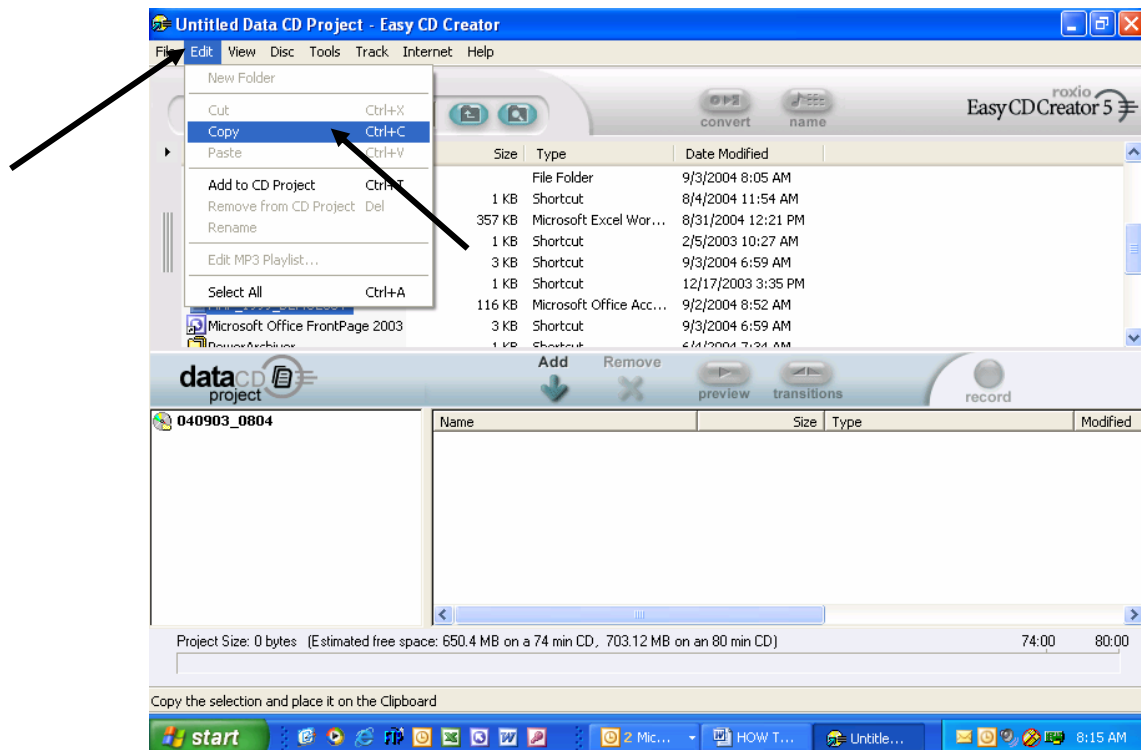
Step 3: Navigate to C:\CLEARACC\SCRIPTS to find the **MAP_1999_XXXXXX** and **MAP_2005 Reports**.



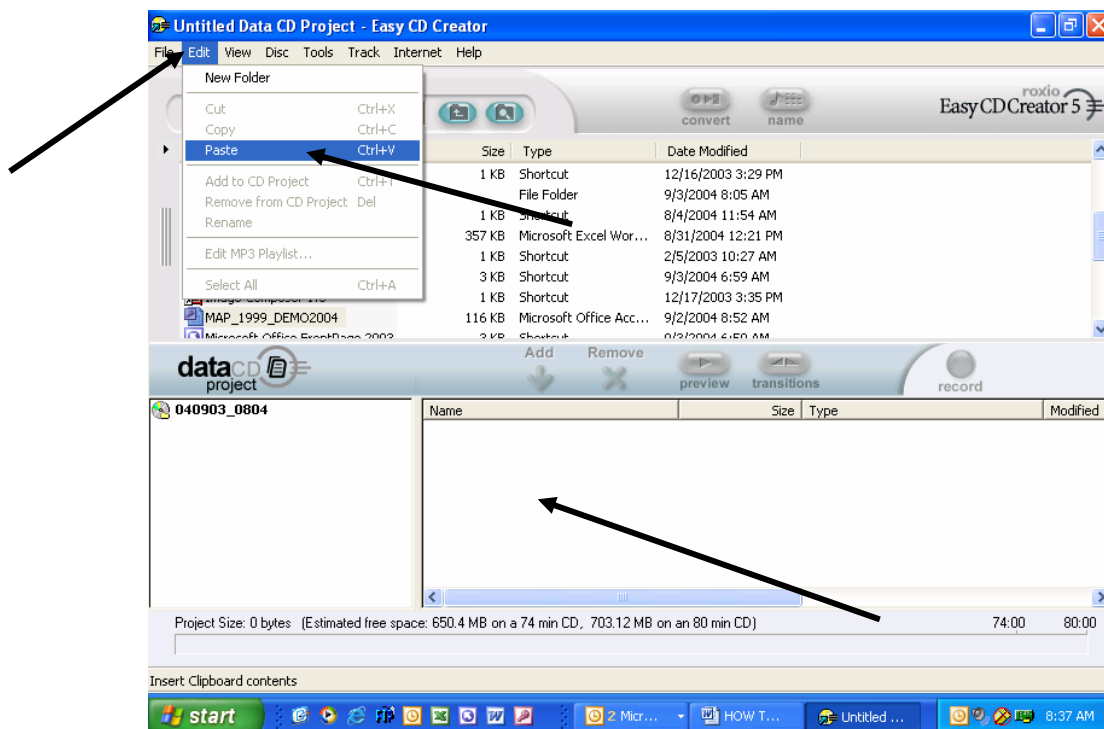
Step 4: Highlight the files by holding down the **CTRL** key and clicking on the files.



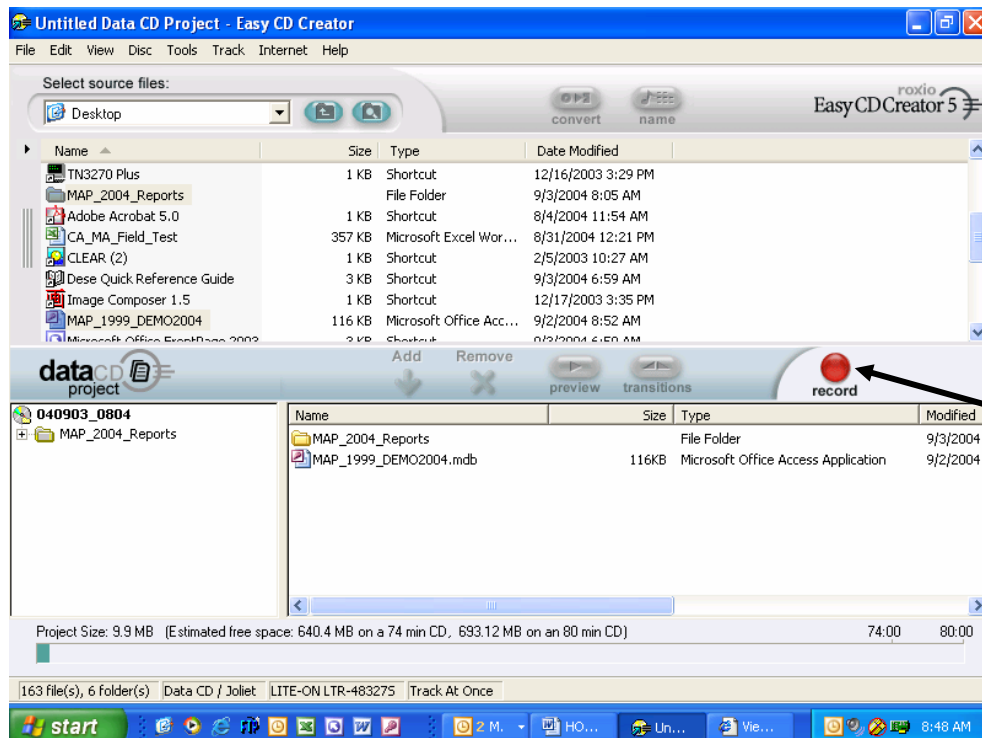
Step 5: Click on **Edit, Copy**.



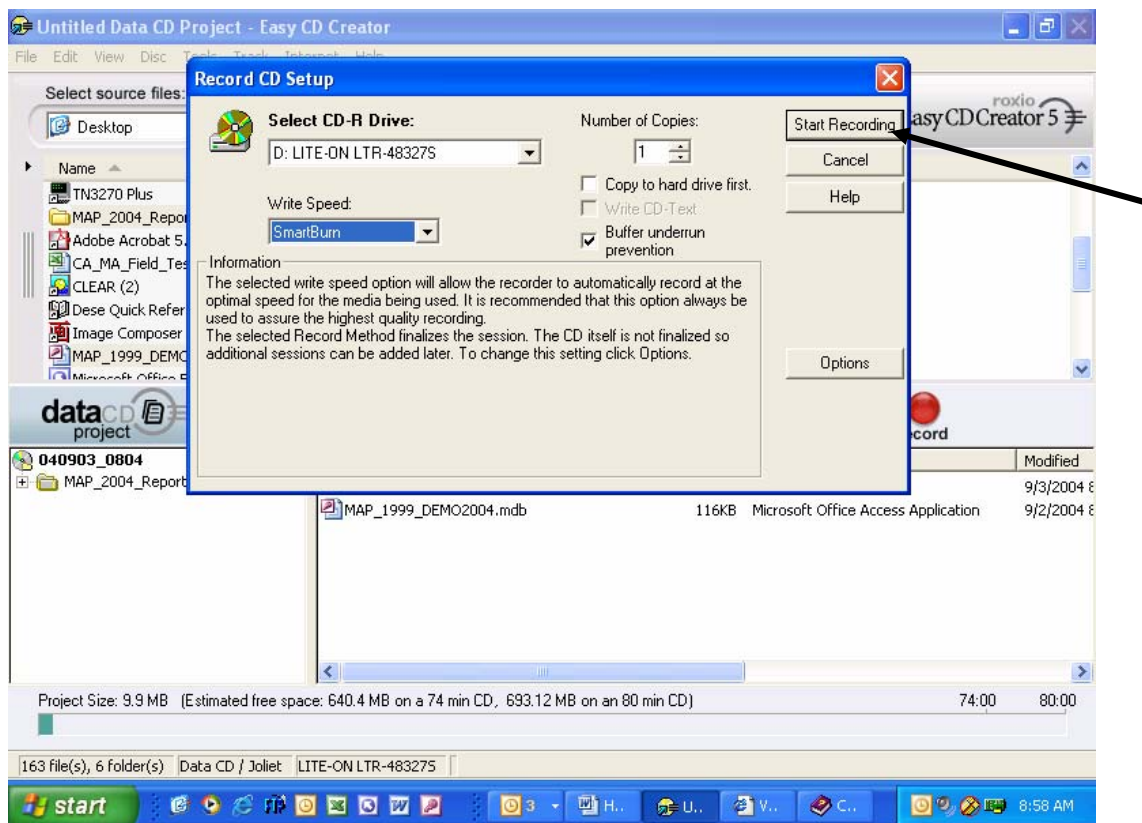
Step 6: Click in the CD Project window, then click on **Edit, Paste**.



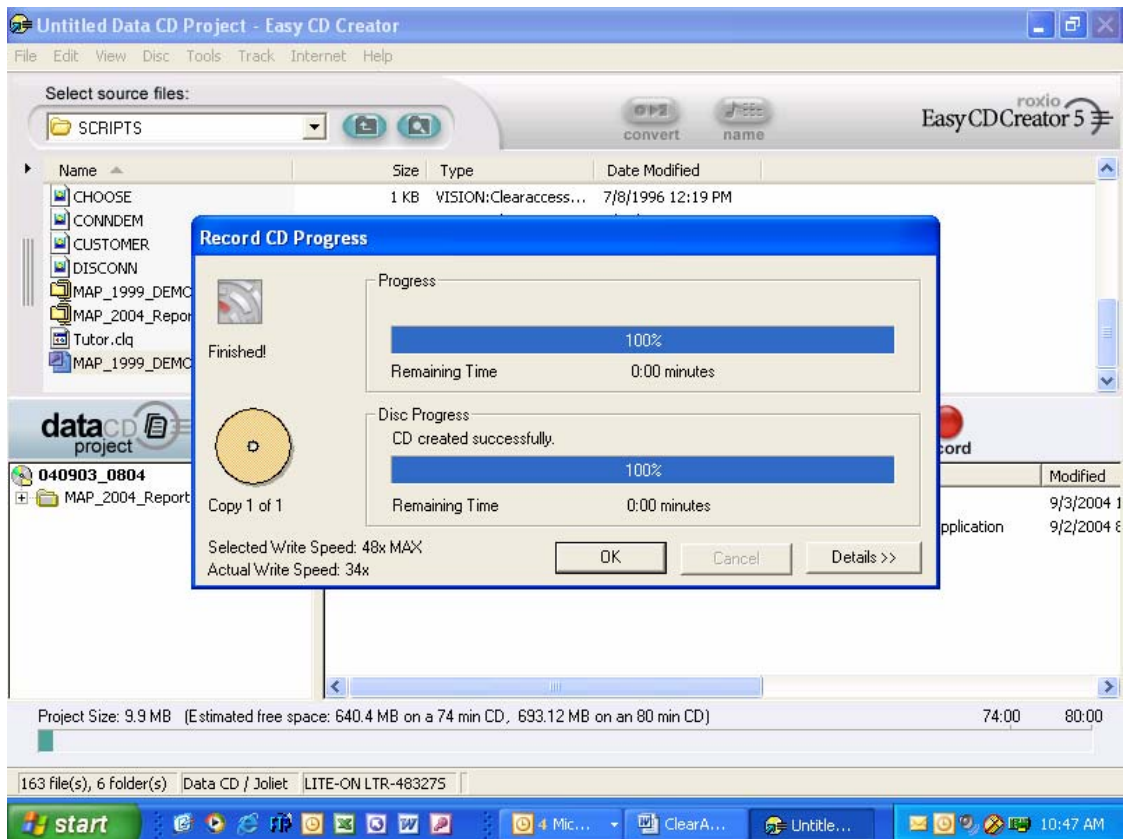
Step 7: This will copy over the files into the CD Project window. Click on **record**.



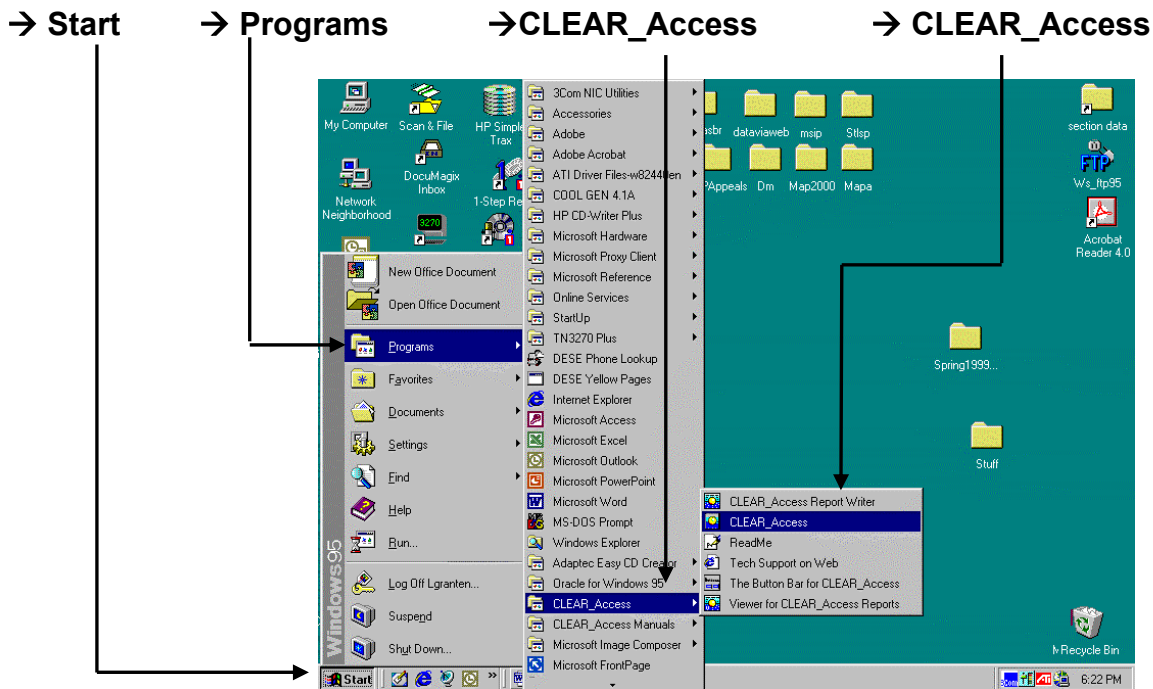
Step 8: Click on **Start Recording**.



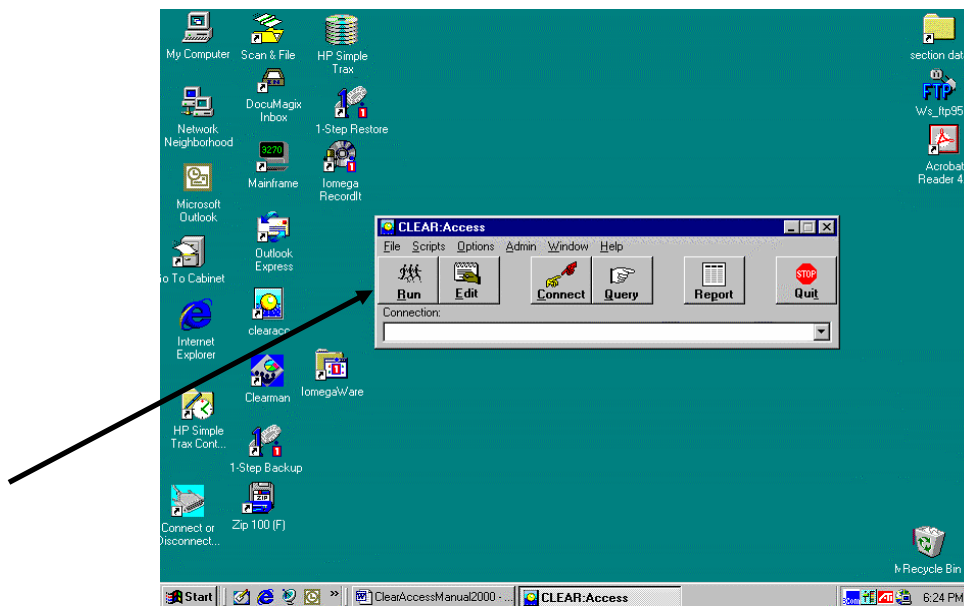
Step 8: Click **OK**.



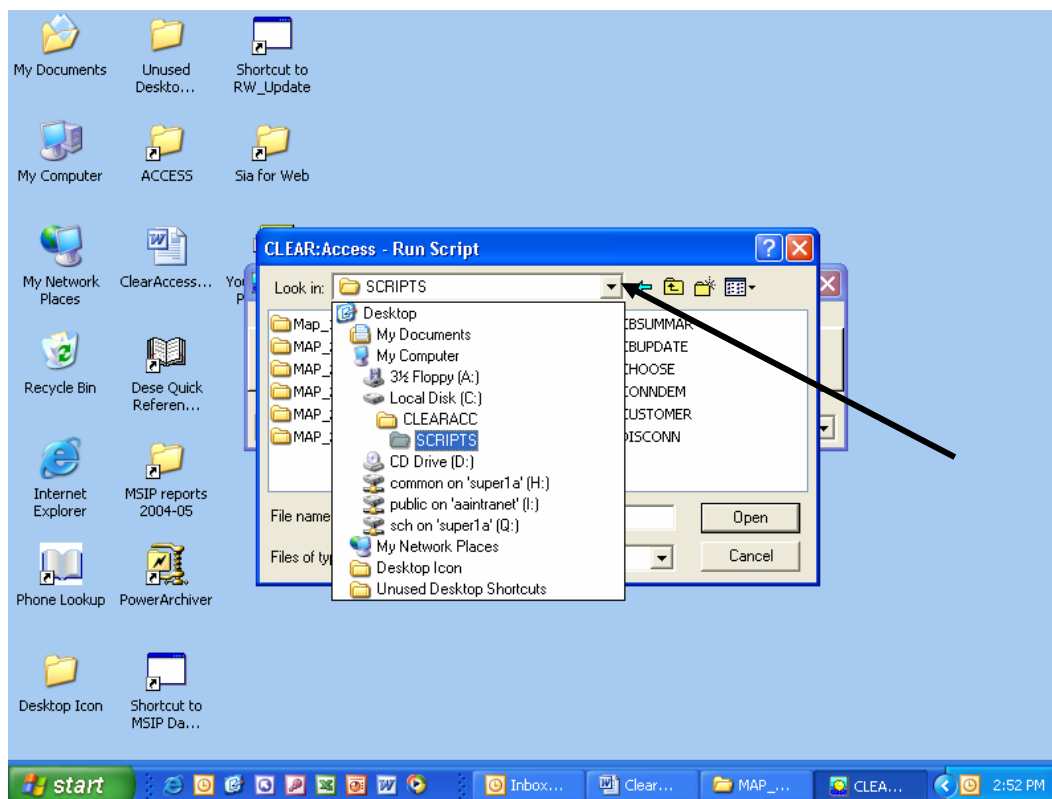
How to Run a Report



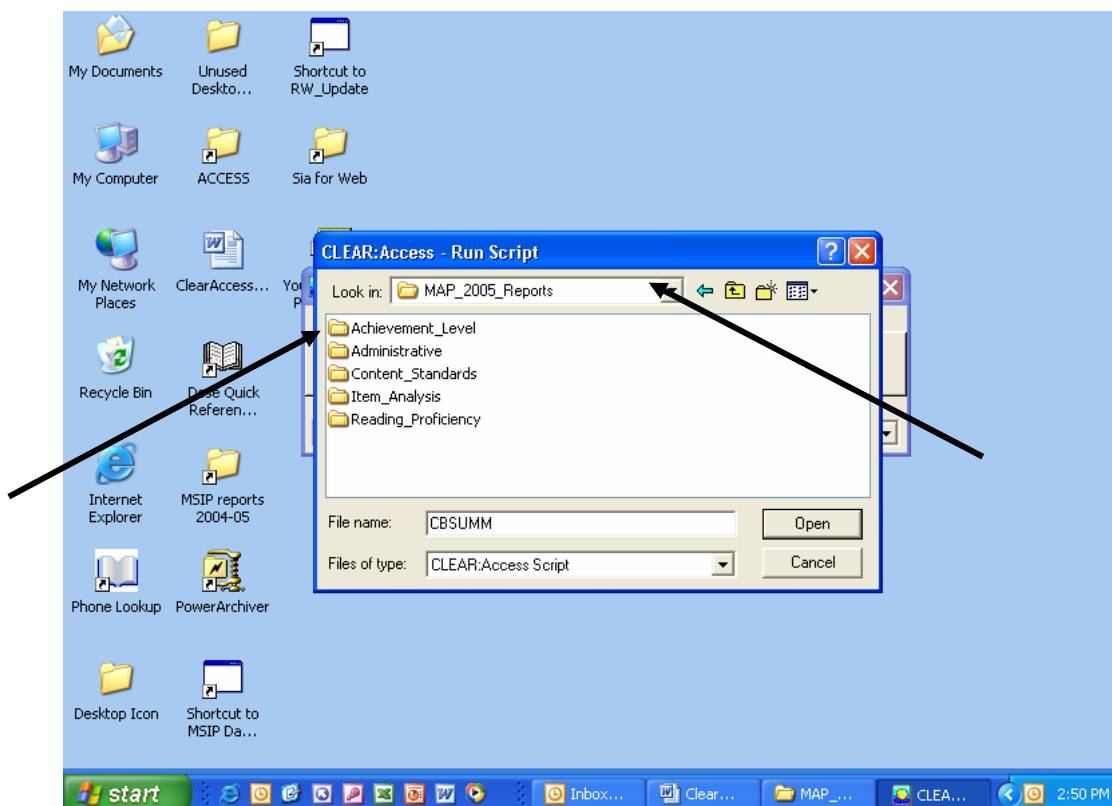
→ Click one time on **Run**



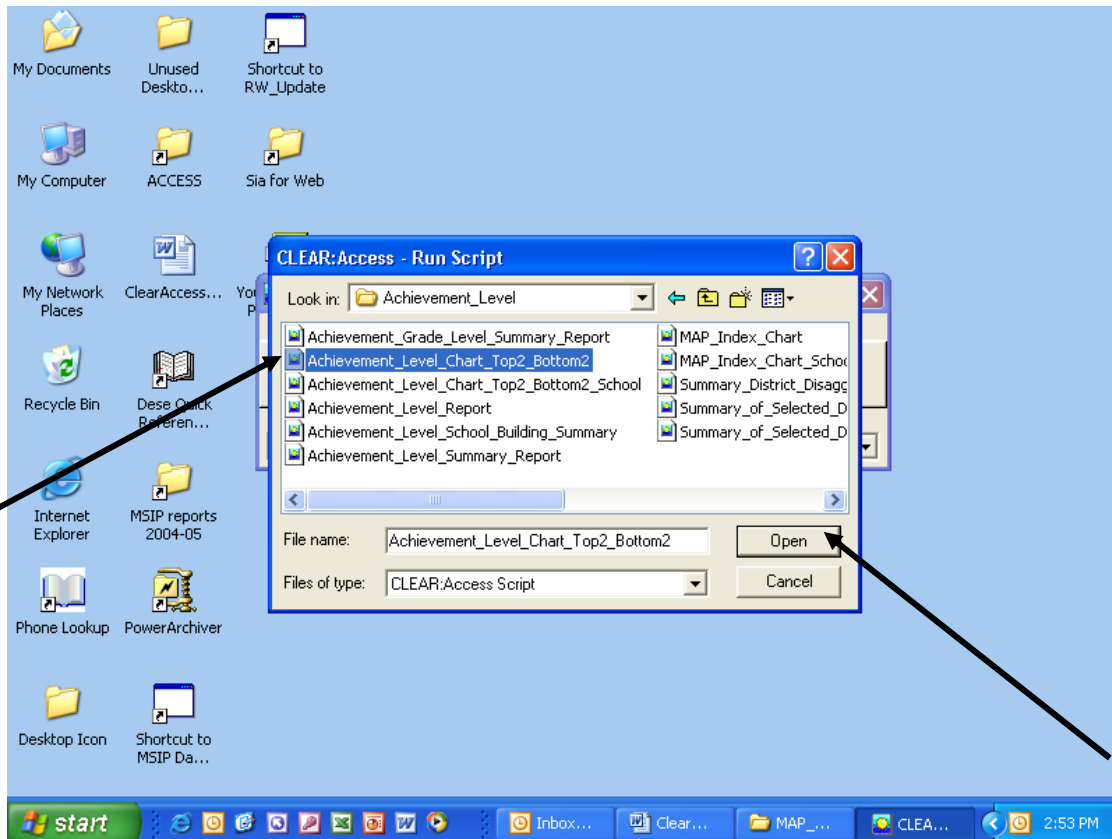
→ Use the drop-down box and navigate to the **MAP_2005_Reports**. Click on **C:**, double click on **Clearacc**, double click on **Scripts**.



→ Double Click on **Map_2005_Reports** and then double click the appropriate folder.



→ Highlight the **report** and click on **Open**.



AVAILABLE REPORTS

The following explanations describe each of the five folders (Achievement Level, Administrative, Content Standards, Item Analysis and Reading Proficiency) included in the MAP file. Each report is listed in the order that it appears in the folder.

To better understand the information included in each of the reports, prompts and groupings have been listed below the report name. The prompts indicate how information has been limited, and the groupings give a general sense of how information is sorted. For example, the prompt for “Achievement_Grade_Level_Summary_Report” is “Content Area and a Grade.” This means the data will be reflective of only the selected content area and grade level. The grouping for this same report is “State, District and Schools for multiple years.” Accordingly, the report will give state-level, district-level, and school-level results across the span of the tested years for the selected content area and grade level.

For further explanation, a bulleted list of report components follows the prompts and groupings. Note: Some of the reports will have the same bulleted component list. In this case, refer to the prompts and groupings to see how the reports differ.

Folder: Achievement_Level

Achievement_Grade_Level_Summary_Report:

Prompts: Content Area and a Grade

Grouping: State, District and Schools for multiple years

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels” (Advanced and Proficient)
- Percent of students in the “Bottom Two Levels” (Step 1 and Progressing)

Achievement_Level_Chart_Top2_Bottom2

Prompts: Content Area and Grade

Grouping: State and District for multiple years

- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”

Achievement_Level_Chart_Top2_Bottom2_School

Prompts: School, Content Area and Grade

Grouping: School and District for multiple years

- Percent of students in the “Top Two Levels” for selected school
- Percent of students in the “Bottom Two Levels” for selected school

Achievement_Level_Report

Prompts: Content Area and a Grade

Grouping: State, District and School for current year

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”

Achievement_Level_School_Building_Summary

Prompts: School and a Grade

Grouping: State, District and School for multiple years and all Content Areas

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”

Achievement_Level_Summary_Report

Prompts: Content Area

Grouping: State, District and School for multiple years and all Grade Levels

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”

MAP_Index_Chart

Prompts: Content Area and a Grade

Grouping: State and District for multiple years

- MAP Index

MAP_Index_Chart_School

Prompts: School, Content Area, and Grade

Grouping: School and District for multiple years

- MAP Index for selected school

Summary_District_Disaggregate

Prompts: Year, Content Area, Grade

Grouping: State, District, School, Gender, Race and Special Programs

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”

Summary_of_Selected_Disaggregates

Prompts: Category (i.e. gender, race, special programs)

Type (i.e. male/female, black/Hispanic, IEP)

Content Area, Grade Level

Summary Level (i.e. state, district, or school)

Grouping: Selected Prompts by Multiple Years

- Percent of students in each of the five achievement levels
- Percent of students in the “Level Not Determined”
- Percent of students in the “Top Two Levels”
- Percent of students in the “Bottom Two Levels”
- MAP Index

Summary_of_Selected_Disaggregates_School

Prompts: School
Category (i.e. gender, race, special programs)
Type (i.e. male/female, black/Hispanic, IEP)
Content Area, Grade Level

Grouping: School by Multiple Years

- Percent of students in each of the five achievement levels for selected school
- Percent of students in the “Level Not Determined” for selected school
- Percent of students in the “Top Two Levels” for selected school
- Percent of students in the “Bottom Two Levels” for selected school

Folder: Administrative

AP_Dual_Credit

Prompts: None

Grouping: Student by Content Area, Grade and Current Year

- Name of each student who scored Advanced or Proficient in Communication Arts, Mathematics or Science

HSVocational_Student_List

Prompts: None

Grouping: Student by Content Area, Grade and Current Year

- Name and achievement level of each student identified as a High School Vocational Student

HSVocational_Student_Summary

Prompts: None

Grouping: Student by Content Area, Grade, Achievement Level and Current Year

- Name of each student identified as a High School Vocational Student for the current year
- Count of High School Vocational Students in each grouping

Level_Not_Determined

Prompts: School

Grouping: Student by Content Area, Grade and Current Year

- List of students without a MAP score and the reason for being placed in the “Level Not Determined” category

Map_Scale_Score_Summary_Report

Prompts: Content Area, Grade, School or Student

Grouping: State, District, School, or Student for the Current Year

- Median Map Scale Score
- Achievement Level
- Median TerraNova National Percentile

Step1_Students

Prompts: None
Grouping: Student Level

- Name of each student who scored Step 1

Step1_Students_ContentArea_Grade

Prompts: Content Area, Grade
Grouping: Student Level

- Name of each student who scored Step 1 by selected content area and grade level

Step1_Students_ContentArea_Grade_School

Prompts: Content Area, Grade and School
Grouping: Student Level

- Name of each student who scored Step 1 by selected grade level and school

Step1_Students_Grade

Prompts: Grade
Grouping: Student Level

- Name of each student who scored Step 1 by selected grade level

Student_Demographic

Prompts: None
Grouping: Student Level

- Displays the programs, services and demographics associated with each student in the MAP database. This information is collecting during the MAP test administration via the Student Information Sheet (SIS). This report is designed to help identify coding errors associated with each student. Errors can be corrected via an online student level update during the Annual Performance Report (APR) appeal window. The appeal window is open from September 15 to October 14, 2005. Corrections are limited to current year data.

Student_Demographic_School

Prompts: School
Grouping: Student Level

- Displays the programs, services and demographics associated with each student in the MAP database for the selected school. This information is collecting during the MAP test administration via the Student Information Sheet (SIS). This report is designed to help identify coding errors associated with each student. Errors can be corrected via an online student level update during the Annual Performance Report (APR) appeal window. The appeal window is open from September 15 to October 14, 2005. Corrections are limited to current year data.

Student_Report

Prompts: School, Content Area, Grade, Student Name
Grouping: Student Level

- Achievement Level
- MAP Scale Score
- Terra Nova Score

Folder: Content_Standards

Content_Standards_School

Prompts: Content Area and a Grade Level

Grouping: State, District, School for Multiple Years

- Average percent of points earned per content standard

Content_Standards_Student

Prompts: Content Area and a Grade Level

Grouping: State, District, School, Student for Current Year

- Percent of points earned per content standard by student

Folder: Item_Analysis

Content_Item_Analysis_CA

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each communication arts test item
- Corresponding content standard number for each communication arts item
- Corresponding content standard description for each communication arts item
- Format of each communication arts item (i.e. constructed response, multiple choice)
- Session number in which the communication arts item was given
- Communication arts item number
- Benchmark description for each communication arts item
- Total points possible for each communication arts item

Content_Item_Analysis_CA_Achievement_Level

Prompts: Grade Level and Achievement Level

Grouping: District, School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_CA” for a selected achievement level

Content_Item_Analysis_CA_Achievement_Level_School

Prompts: Grade Level, Achievement Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_CA” for a selected achievement level and school

Content_Item_Analysis_CA_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_CA” for a selected school

Content_Item_Analysis_Math

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each math test item
- Corresponding content standard number for each math item
- Corresponding content standard description for each math item
- Format of each math item (i.e. constructed response, multiple choice)
- Session number in which the math item was given
- Math item number
- Benchmark description for each math item
- Total points possible for each math item

Content_Item_Analysis_Math_Achievement_Level

Prompts: Grade Level and Achievement Level

Grouping: District, School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Math” for a selected achievement level

Content_Item_Analysis_Math_Achievement_Level_School

Prompts: Grade Level, Achievement Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Math” for a selected achievement level and school

Content_Item_Analysis_Math_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Math” for a selected school

Content_Item_Analysis_Sci

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each science test item
- Corresponding content standard number for each science item
- Corresponding content standard description for each science item
- Format of each science item (i.e. constructed response, multiple choice)
- Session number in which the science item was given
- Science item number
- Benchmark description for each science item
- Total points possible for each science item

Content_Item_Analysis_Sci_Achievement_Level

Prompts: Grade Level and Achievement Level

Grouping: District, School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Sci” for a selected achievement level

Content_Item_Analysis_Sci_Achievement_Level_School

Prompts: Grade Level, Achievement Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Sci” for a selected achievement level and school

Content_Item_Analysis_Sci_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_Sci” for a selected school

Content_Item_Analysis_SS

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each social studies test item
- Corresponding content standard number for each social studies item
- Corresponding content standard description for each social studies item
- Format of each social studies item (i.e. constructed response, multiple choice)
- Session number in which the social studies item was given
- Social studies item number
- Benchmark description for each social studies item
- Total points possible for each social studies item

Content_Item_Analysis_SS_Achievement_Level

Prompts: Grade Level and Achievement Level

Grouping: District, School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_SS” for a selected achievement level

Content_Item_Analysis_SS_Achievement_Level_School

Prompts: Grade Level, Achievement Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_SS” for a selected achievement level and school

Content_Item_Analysis_SS_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in “Content_Item_Analysis_SS” for a selected school

IBD_and_ave_points_earned_ca

Prompts: District, School or Examiner

Grouping: District, School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- Average points earned for each communication arts test item
- Corresponding content standard number for each communication arts item
- Corresponding content standard description for each communication arts item
- Format of each communication arts item (i.e. constructed response, multiple choice)

- Session number in which the communication arts item was given
- Communication arts item number
- Benchmark description for each communication arts item
- Total points possible for each communication arts item

IBD_and_ave_points_earned_ca_School

Prompts: District, School or Examiner, Grade and School Name

Grouping: School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- All information listed in IBD_and_ave_points_earned_ca for a selected school

IBD_and_ave_points_earned_math

Prompts: District, School or Examiner

Grouping: District, School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- Average points earned for each math test item
- Corresponding content standard number for each math item
- Corresponding content standard description for each math item
- Format of each math item (i.e. constructed response, multiple choice)
- Session number in which the math item was given
- Math item number
- Benchmark description for each math item
- Total points possible for each math item

IBD_and_ave_points_earned_math_School

Prompts: District, School or Examiner, Grade and School Name

Grouping: School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- All information listed in IBD_and_ave_points_earned_math for a selected school

IBD_and_ave_points_earned_sci

Prompts: District, School or Examiner

Grouping: District, School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- Average points earned for each science test item
- Corresponding content standard number for each science item
- Corresponding content standard description for each science item
- Format of each science item (i.e. constructed response, multiple choice)
- Session number in which the science item was given
- Science item number
- Benchmark description for each science item
- Total points possible for each science item

IBD_and_ave_points_earned_sci_School

Prompts: District, School or Examiner, Grade and School Name

Grouping: School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- All information listed in IBD_and_ave_points_earned_sci for a selected school

IBD_and_ave_points_earned_ss

Prompts: District, School or Examiner

Grouping: District, School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- Average points earned for each social studies test item
- Corresponding content standard number for each social studies item
- Corresponding content standard description for each social studies item
- Format of each social studies item (i.e. constructed response, multiple choice)
- Session number in which the social studies item was given
- Social studies item number
- Benchmark description for each social studies item
- Total points possible for each social studies item.

IBD_and_ave_points_earned_ss_School

Prompts: District, School or Examiner, Grade and School Name

Grouping: School or Examiner for the Current Year

This report cannot be drilled down on, but does display the entire Item Benchmark Description.

- All information listed in IBD_and_ave_points_earned_ss for a selected school

Process_Item_Analysis_CA

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each communication arts test item
- Corresponding process standard number for each communication arts item
- Corresponding process standard description for each communication arts item
- Format of each communication arts item (i.e. constructed response, multiple choice)
- Session number in which the communication arts item was given
- Communication arts item number
- Benchmark description for each communication arts item
- Total points possible for each communication arts item

Process_Item_Analysis_CA_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in Process_Item_Analysis_CA for a selected school

Process_Item_Analysis_Math

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each math test item
- Corresponding process standard number for each math item
- Corresponding process standard description for each math item
- Format of each math item (i.e. constructed response, multiple choice)
- Session number in which the math item was given
- Math item number
- Benchmark description for each math item
- Total points possible for each math item

Process_Item_Analysis_Math_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in Process_Item_Analysis_Math for a selected school for a selected school

Process_Item_Analysis_Sci

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each science test item
- Corresponding process standard number for each science item
- Corresponding process standard description for each science item
- Format of each science item (i.e. constructed response, multiple choice)
- Session number in which the science item was given
- Science item number
- Benchmark description for each science item
- Total points possible for each science item

Process_Item_Analysis_Sci_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in Process_Item_Analysis_Sci for a selected school

Process_Item_Analysis_SS

Prompts: Grade Level

Grouping: District, School, Examiner, Student for Current Year

- Average points earned for each social studies test item
- Corresponding process standard number for each social studies item
- Corresponding process standard description for each social studies item
- Format of each social studies item (i.e. constructed response, multiple choice)
- Session number in which the social studies item was given
- Social studies item number
- Benchmark description for each social studies item
- Total points possible for each social studies item

Process_Item_Analysis_SS_School

Prompts: Grade Level and School

Grouping: School, Examiner, Student for Current Year

- All information listed in Process_Item_Analysis_SS for a selected school

Folder: Reading_Proficiency

MSIP_Reading_Chart

Prompts: Grade

Grouping: State, District for Multiple Years

- Reading Index score

MSIP_Reading_Report

Prompts: Grade

Grouping: State, District and School for Multiple Years

- Number and percent of students in each reading level

MSIP_Reading_Report_Disag_Summary

Prompts: Year and Grade

Grouping: State, District and Disaggregate Category for the Current Year

- Number and percent of students in each reading level by disaggregate category

MSIP_Reading_Report_Selected_Disag

Prompts: Disaggregate Category, Disaggregate Type, Grade and District, State or School

Grouping: Disaggregate Category, Disaggregate Type and Year

- Number and percent of students in each reading level by selected disaggregate category

Students_Proficient_Level

Prompts: None

Grouping: Grade

- Students that scored at the proficient level of reading at grade 3 and grade 7

Students_Proficient_Level_School

Prompts: None

Grouping: Grade

- Students that scored at the proficient level of reading at grade 3 and grade 7 by selected school

Students_Satisfactory_Level

Prompts: None

Grouping: Grade

- Students that scored at the satisfactory level of reading at grade 3 and grade 7

Students_Satisfactory_Level_School

Prompts: School

Grouping: Grade

- Students that scored at the satisfactory level of reading at grade 3 and grade 7 by selected school

Students_Unsatisfactory_Level

Prompts: None

Grouping: Grade

- Students that scored at the unsatisfactory level of reading at grade 3 and grade 7

Students_Unsatisfactory_Level_School

Prompts: School

Grouping: Grade

- Students that scored at the unsatisfactory level of reading at grade 3 and grade 7 by selected school

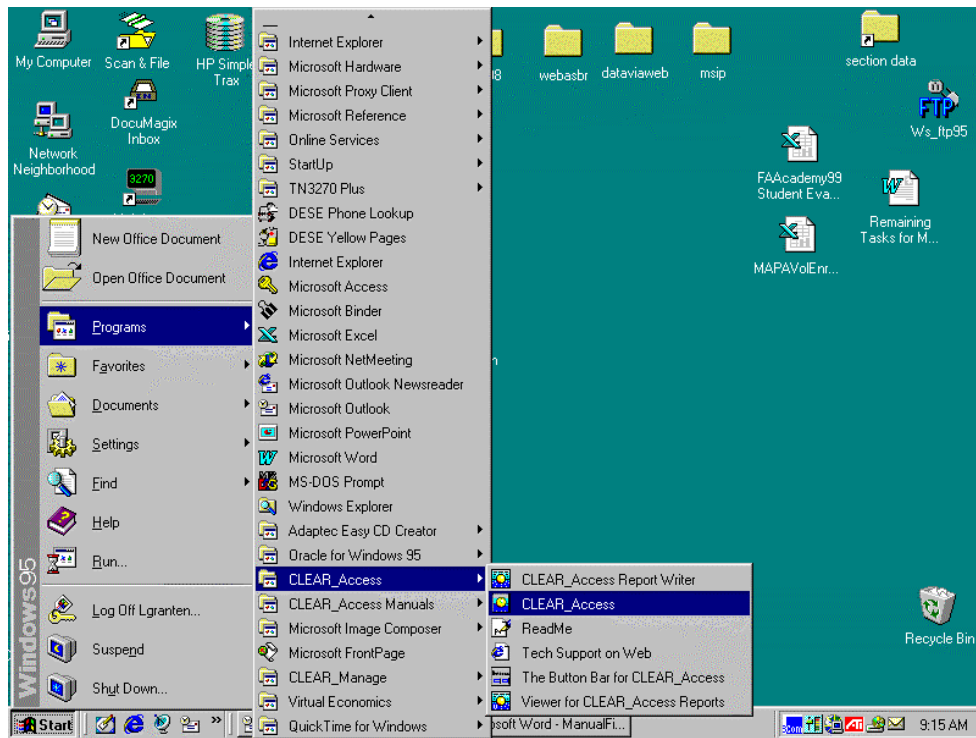
Creating Your Own Query

→ Start

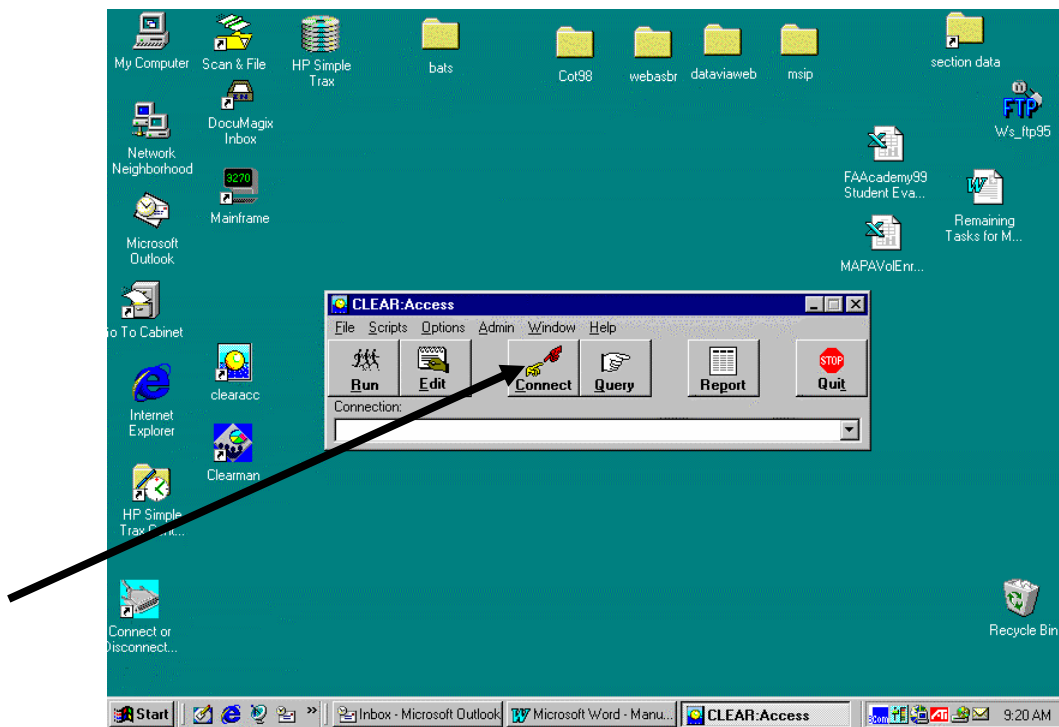
→ Programs

→ CLEAR_Access

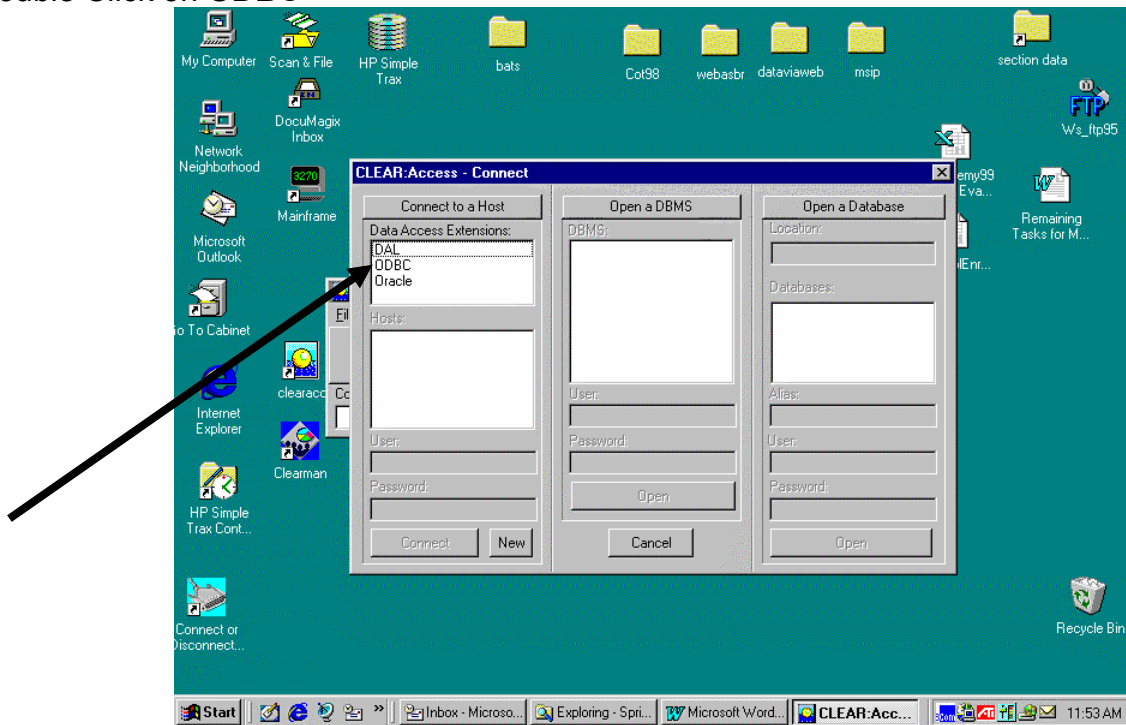
→ CLEAR_Access



→ Click one time on **Connect**

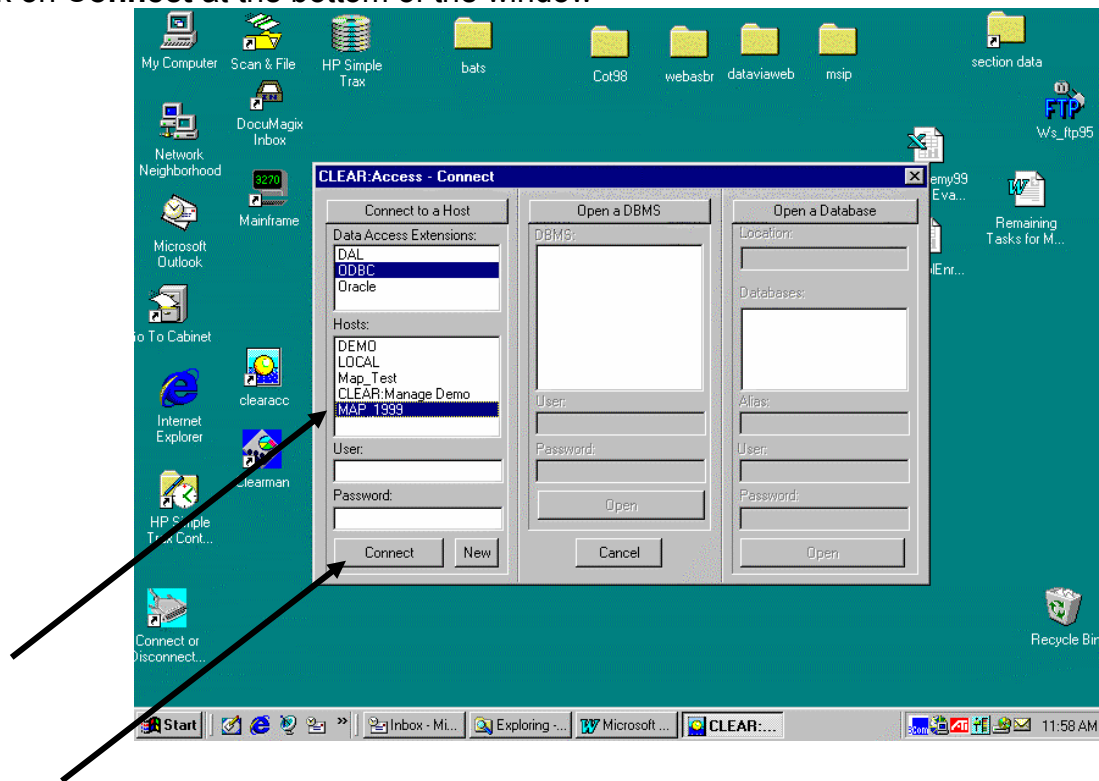


→ Double Click on **ODBC**



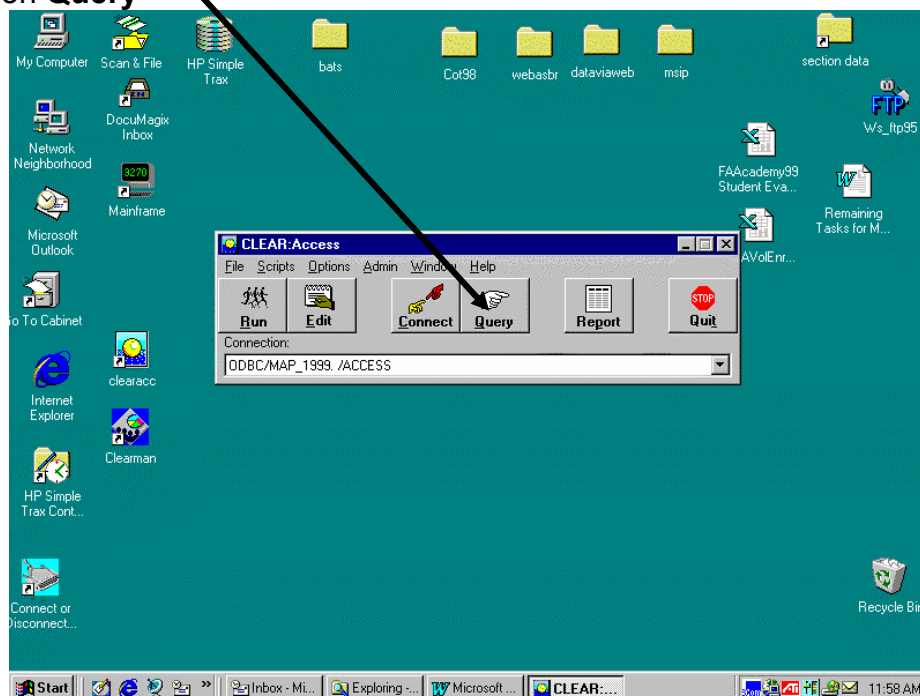
→ Click one time on **MAP_1999** listed under Hosts: (Please note that you will be using the MAP_1999 Host, even though it is the MAP 2005 data file.)

→ Click on **Connect** at the bottom of the window



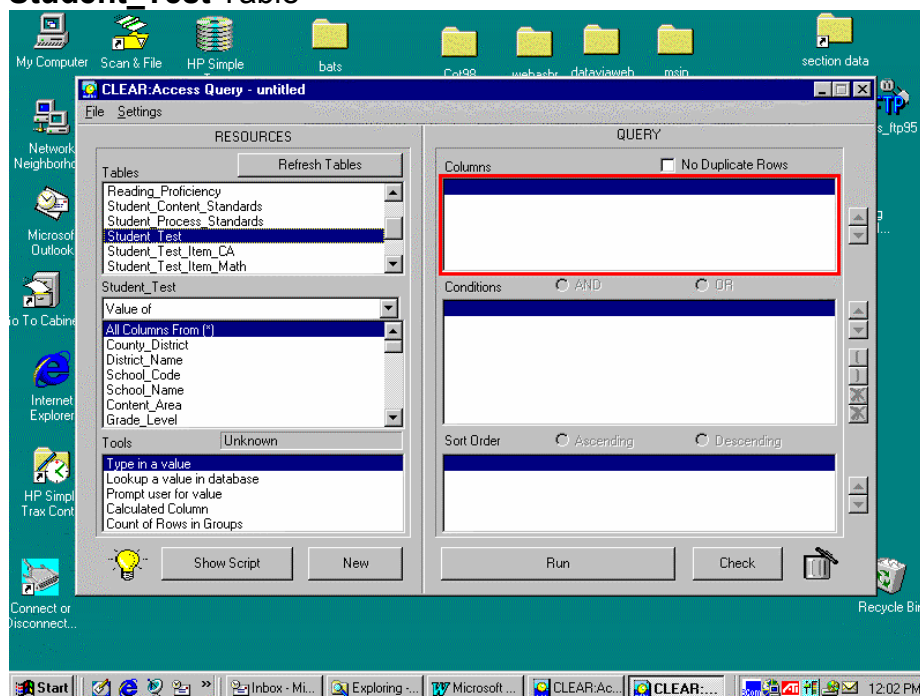
You are now connected to the MAP data.

→ Click one time on **Query**



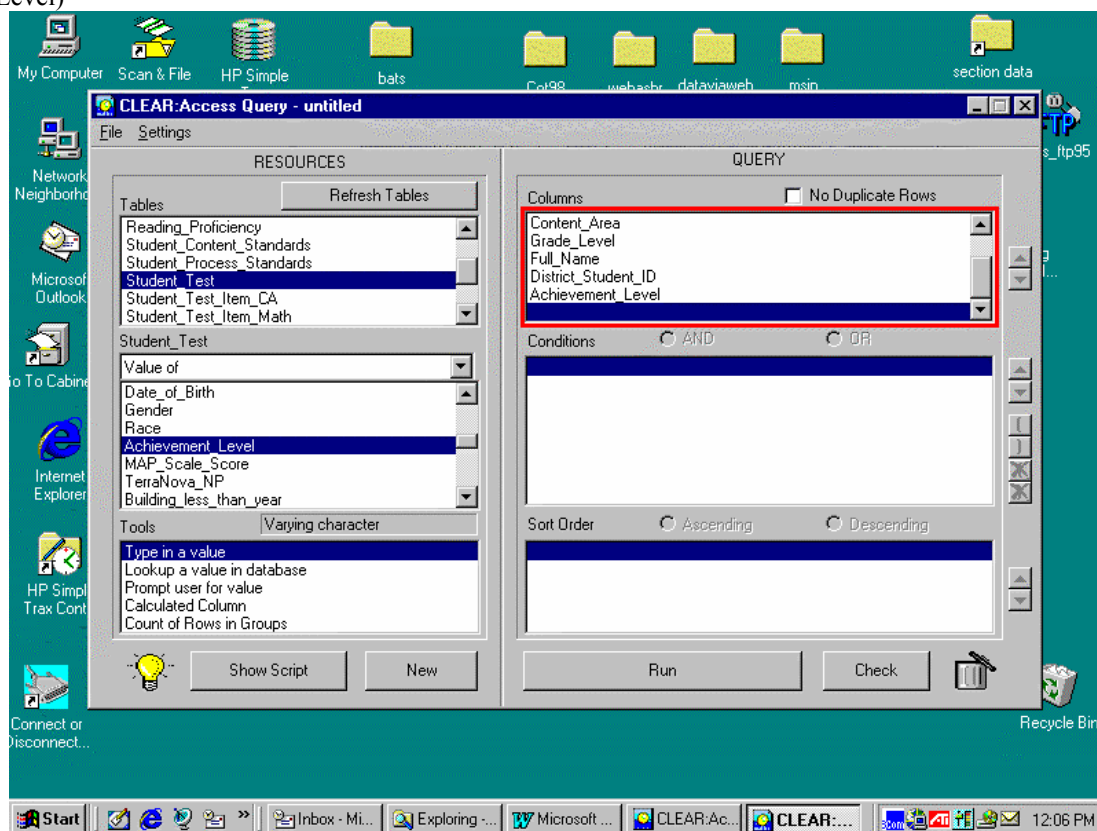
→ Choose a table under the Resources column by double clicking on the table name.
(For Example: You want a list of all the students who scored Advanced)

→ Double click on **Student_Test** Table

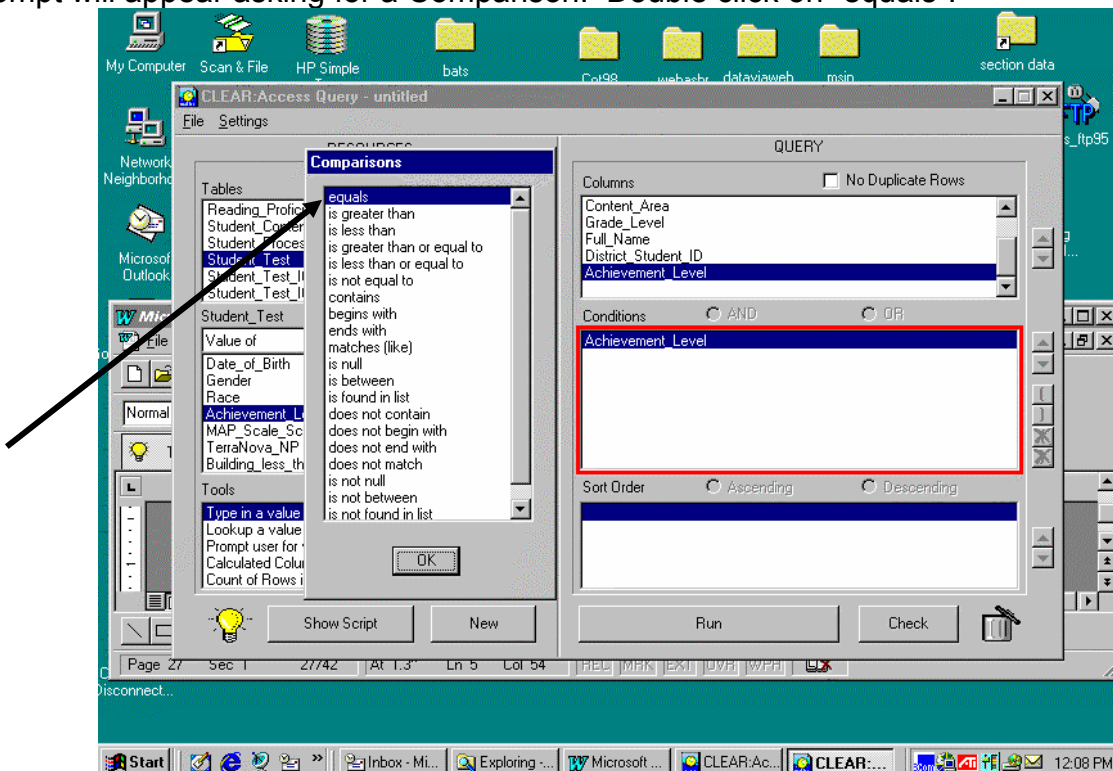


→ Choose the columns for the query. Make sure the “**Columns**” box on the Query side of the window is highlighted red. As you choose the columns for the query you will place them in this window. You can do this by dragging and dropping the columns or double clicking on the column name.

(Choose District_Name, School_Code, School_Name, Content_Area, Grade_Level, Full_Name, District_Student_ID, Achievement_Level)

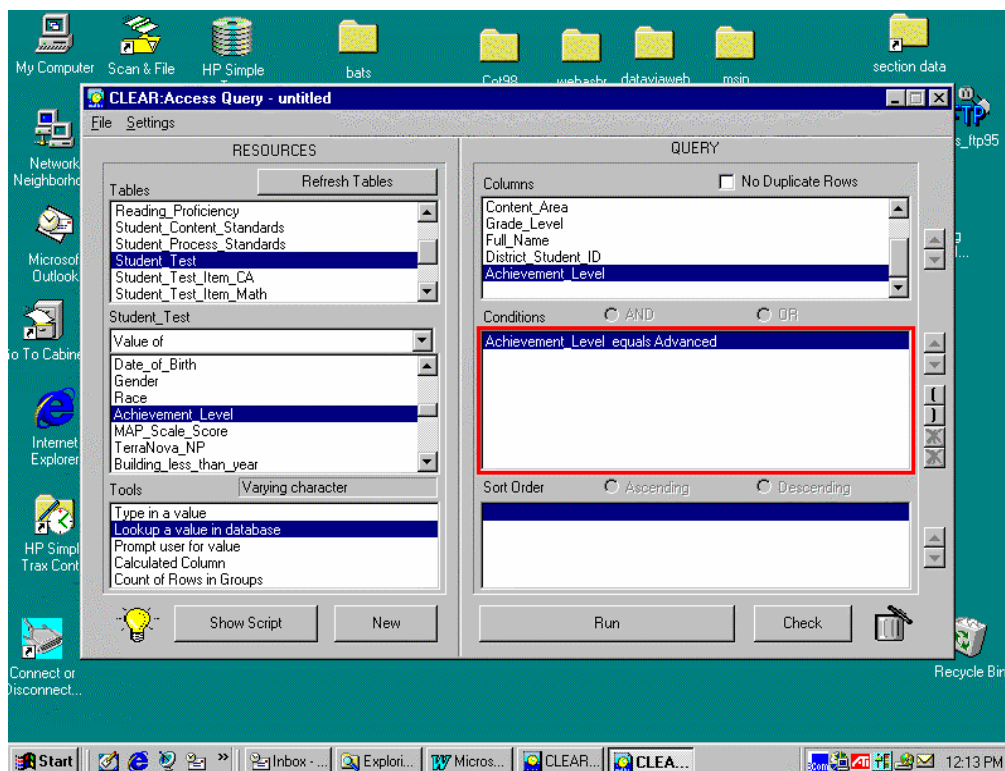
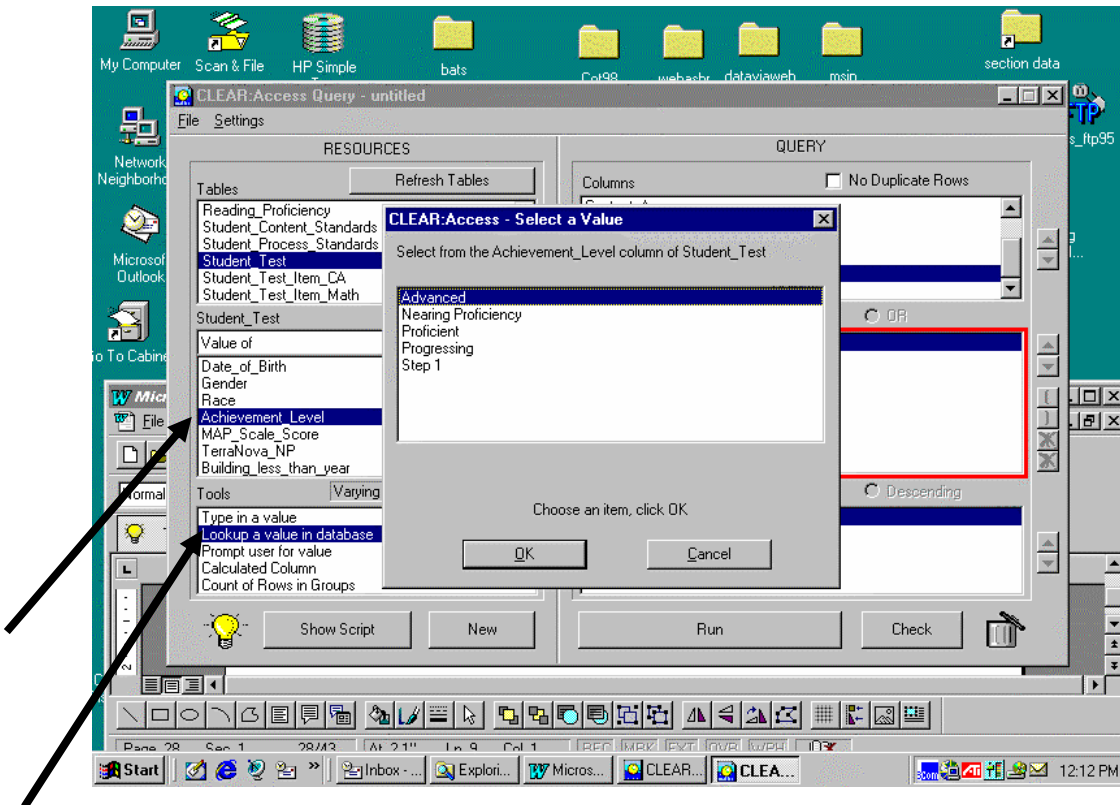


- To add a “Condition” to the query click one time on a field name in the column and drag it from the “Columns” window to the “Conditions” box. (For Example: Those students who scored Advanced)
- Drag **Achievement Level** down to the “Conditions” box
- A prompt will appear asking for a Comparison. Double click on “equals”.



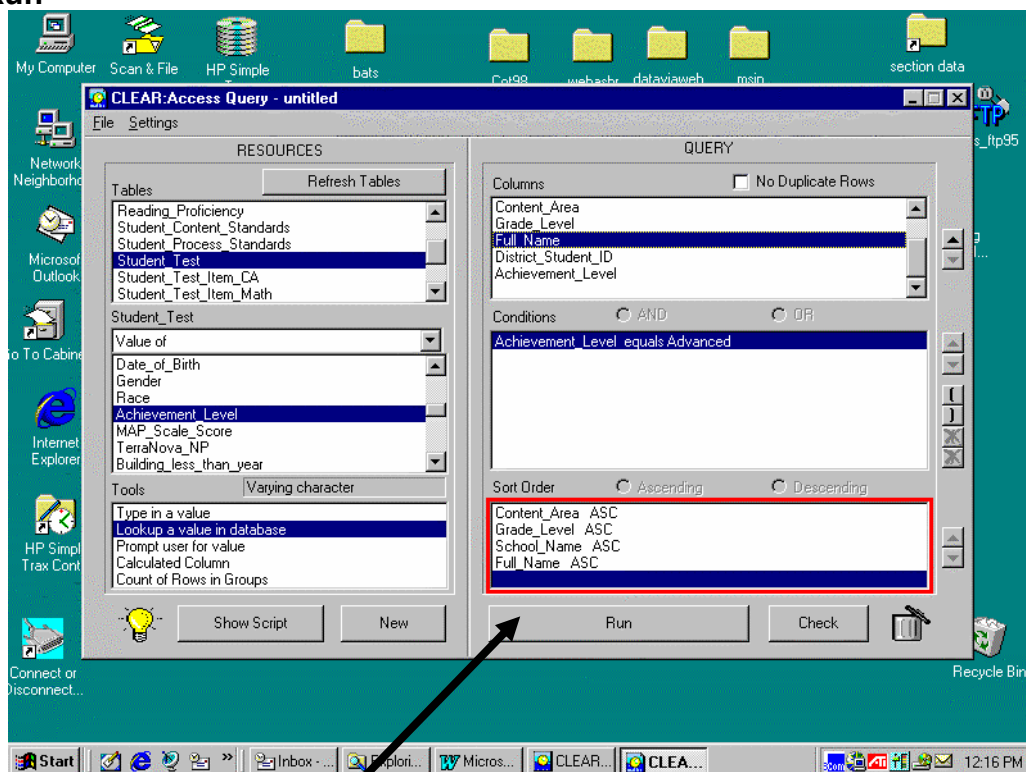
You now want to identify which Achievement Level you want returned in the query. If you know how the data is stored you can click on “Type in a value” in the “Tools” box in the lower left hand corner of the Query window and type in the value. If you do not know the format of the data you can click on “Lookup a value in database”. (NOTE: if you use this tool be sure that the data item is highlighted on the “Resource” window)

→ Double click on “**Advanced**”



If you would like to sort the query before you run it, drag the items from the “Columns” window down to the “Sort” window. (For Example: Sorted by Content_Area, Grade_Level, School_Name, and Full_Name) You are now ready to “Run” the Query.

→ Click on “Run”

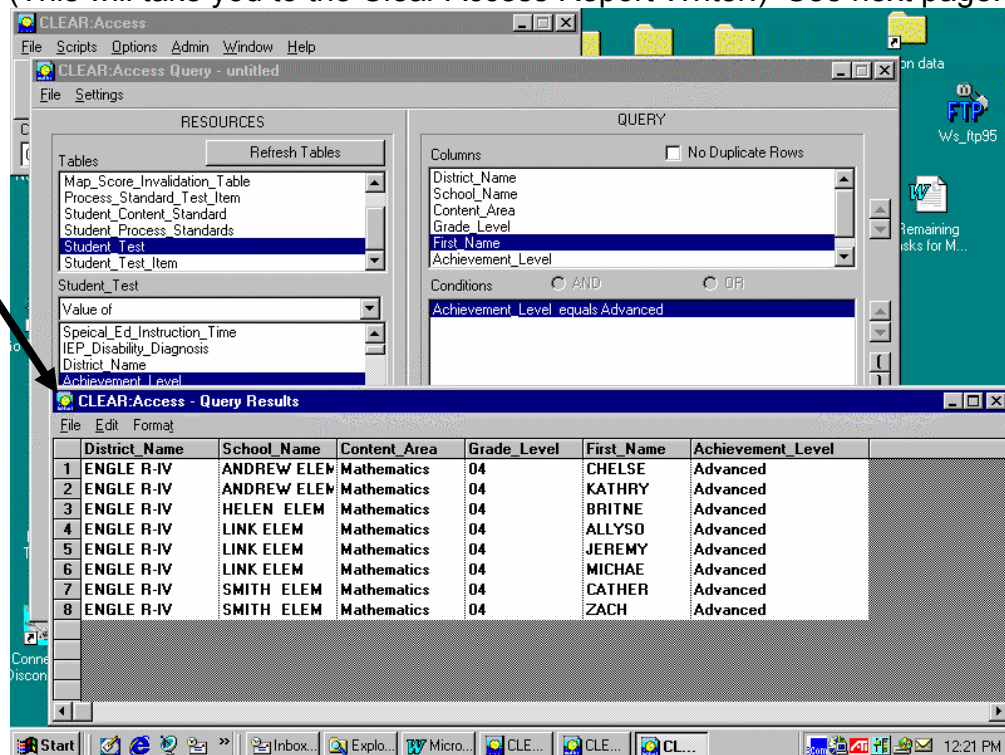


With the Query Results Window you can do a variety of things.

→ **File Save-As** (Save the file as another type.)

→ **File Print** (Print the data.)

→ **File Report** (This will take you to the Clear Access Report Writer.) See next page.



Report Writer Window



MAP Accommodation Codes

<p>DISABILITY DIAGNOSIS (PRIMARY AREA ONLY)</p> <table> <tr> <td>01 Specific learning disability</td> <td>08 Partial sight</td> </tr> <tr> <td>02 Speech impairment</td> <td>09 Blindness</td> </tr> <tr> <td>03 Mental retardation</td> <td>10 Orthopedic impairment</td> </tr> <tr> <td>04 Emotional disturbance</td> <td>11 Autism</td> </tr> <tr> <td>05 Other health impairment</td> <td>12 Traumatic brain injury</td> </tr> <tr> <td>06 Hearing impairment</td> <td>13 Deaf/Blindness</td> </tr> <tr> <td>07 Language impairment</td> <td>14 Multiple disabilities</td> </tr> </table>	01 Specific learning disability	08 Partial sight	02 Speech impairment	09 Blindness	03 Mental retardation	10 Orthopedic impairment	04 Emotional disturbance	11 Autism	05 Other health impairment	12 Traumatic brain injury	06 Hearing impairment	13 Deaf/Blindness	07 Language impairment	14 Multiple disabilities	<p>Instructional Areas of IEP (Primary Area Only)</p> <ul style="list-style-type: none"> 01 Speech/Language 02 Reading 03 Math 04 Spelling 05 Writing 06 Behavior/Social Skills 07 Basic life skills/Activities of daily living 08 Multiple
01 Specific learning disability	08 Partial sight														
02 Speech impairment	09 Blindness														
03 Mental retardation	10 Orthopedic impairment														
04 Emotional disturbance	11 Autism														
05 Other health impairment	12 Traumatic brain injury														
06 Hearing impairment	13 Deaf/Blindness														
07 Language impairment	14 Multiple disabilities														
<p>ACCOMMODATION CODES FOR IEP AND IAP (504) ONLY</p> <p>Administration Accommodations (Admin)</p> <ul style="list-style-type: none"> 01 Braille edition of assessment 02 Large-print edition of assessment 03 Using magnifying equipment 04 Oral reading of assessment 05 Signing of assessment (directions) 06 Paraphrasing 07 Using amplification equipment (e.g., hearing aid or auditory trainer) 08 Using assistive device 09 Using visual aids 10 Other <p>Timing Accommodations (Time)</p> <ul style="list-style-type: none"> 20 Extend time allotted to complete Session 3, Part 1 21 Administer test using more than three testing periods 22 Other <p>Response Accommodations (Resp) (NOTE: Any use of an alternative response must be transcribed directly into the test book for scoring.)</p> <ul style="list-style-type: none"> 30 Using typewriter for responding 31 Using computer/word processor for responding 32 Pointing to response 33 Giving response orally 34 Giving response in sign language 35 Dictating to a scribe 36 Taping student response 37 Using Braille 38 Using communication device 39 Using calculator 40 Using abacus 41 Using arithmetic tables 42 Using graph paper 44 Other <p>Setting Accommodations (Set)</p> <ul style="list-style-type: none"> 50 Testing individually 51 Testing with small group 52 With teacher facing student (hearing-impaired) 53 Other 	<p>ACCOMMODATION CODES FOR LEP ONLY</p> <p>Administration Accommodations (Admin)</p> <ul style="list-style-type: none"> 04 Oral reading of assessment (in English only and not permissible for Communication Arts, Sessions 1 and 3) <p>Timing Accommodations (Time)</p> <ul style="list-style-type: none"> 20 Extending time allotted to complete Session 3 Part 1 21 Other <p>Response Accommodations (Resp)</p> <ul style="list-style-type: none"> 33 Giving response orally (in English only) 43 Using bilingual dictionary <p>Setting Accommodations (Set)</p> <ul style="list-style-type: none"> 50 Testing individually 51 Testing with small group 														

Hints and Tips for Clear Access

The following are some hints and tips for using Clear Access.

General

- If the query does not produce results, there is either no data to report OR you have set up something incorrectly in your Conditions window.
- **To make a PowerPoint or Word presentation:**
 1. Select "ALT" "Print Screen" to copy your graphic or report.
 2. Go into your PowerPoint or Word document and slide
 3. Right click and select "Paste".
 4. If you double click on the report or graphic in PowerPoint, you will be asked if you want to change the image to a PowerPoint object. If you choose yes, you can manipulate or add to the image as needed.
- **To e-mail a report to someone who does not have ClearAccess on their desktop:**
 1. Once the report is displayed on your terminal, click on the envelope at the top left of your screen.
 2. Click on "Send To". This will take you to a screen where you can enter the e-mail address of the recipient.
 3. Once you have entered the e-mail address, click on OK
 4. Click on Attach File.
 5. Go to the path c:/clearacc/rviewer and select RVIEW32.exe - Click Open.
 6. You are now ready to Send Mail.

Resources and Who to Contact For HELP!

Department of Elementary and Secondary Education

Assessment Section - (800) 845-3545

<http://dese.mo.gov/divimprove/assess/>

Curriculum Services – (573) 751-2625

<http://dese.mo.gov/divimprove/curriculum/>

Data Analysis and Reporting – (573) 751-6849

<http://dese.mo.gov/divimprove/sia/dar/index.html>

MAP Regional Facilitators

Central Missouri (Columbia) – (800) 413-2816

<http://www.coe.missouri.edu/~map/>

Kansas City – (800) 555-9048

<http://www.umkc.edu/education/map/>

Northeast (Kirksville) – (888) 711-7599

Northwest (Maryville) – (800) 772-0236

<http://www.nwmissouri.edu/map/>

St. Louis – (888) 627-8675

Southwest (Springfield) – (800) 735-3702 ext. 2

<http://www.map.smsu.edu/home.htm>

Southeast (Cape Girardeau) – (800) 401-6680 ext. 2

<http://www2.semo.edu/map/>

South Central (Rolla) – (800) 667-0665 ext. 3

<http://campus.umar.edu/rpdc/map.html>

West Central (Warrensburg) – (800) 717-0605

<http://www.cmsu.edu/wcmap/>

Print Resources

Show Me Standards

<http://dese.mo.gov/standards/index.html>

Curriculum Frameworks

<http://dese.mo.gov/divimprove/curriculum/frameworks/index.html>

Annotations/Content Specifications

<http://dese.mo.gov/divimprove/curriculum/frameworks/annotations.htm>

Frameworks Supplement (Mathematics)

<http://dese.mo.gov/divimprove/curriculum/frameworks/supplement/supplement.htm>

Curriculum Sampler

<http://dese.mo.gov/divimprove/curriculum/Sampler%2003/Sampler%203%2019%2004.pdf>

Released Items

<http://dese.mo.gov/divimprove/curriculum/releaseditems/index.htm>

Performance-Based Notebooks

<http://dese.mo.gov/divimprove/assess/PD/>

Step 1: ClearAccess Installation Procedures – Windows Version

1. Turn on the computer.
2. Insert the Clear Access CD into your CD Rom drive. (The installation program will come up automatically.) If the installation program does not come up automatically, do the following:
From your desktop, double click on MY COMPUTER.
Double click on your CD Rom drive.
Click on Clear.exe (There might be two items which are named Clear - choose the first.).
The installation program will now appear - follow the steps below.
3. Click on "Install ClearAccess"
 - At the "Thank you for choosing ClearAccess" window, click on "Next".
 - Choose the type of installation to perform: Standard is default, click on "Next".
 - A window showing where ClearAccess will be placed will display - Click on "Next".
 - Choose 32 bit or 16 bit - please choose the one appropriate for your computer and click on "Next". If you have Windows 3.1, 95, 98, NT, ME, or XP you should choose 32 bit.
 - Select options to install - there are two columns here, Options and Details. Under the Details column, unselect each box until all boxes do not have check marks (If your district supports one of the databases mentioned in the details column, you can leave that box checked and use ClearAccess with your database. If your district supports Microsoft Access, you will use that through the ODBC feature.) Click on "Next".
 - Excel Applinks - there are 4 options, please choose the appropriate version for your computer. Click on "Next". If you do not have Excel, you will get a message that you can't access the Excel files. Just Click on OK and you will go to the next step.
 - Choose Program File path for ClearAccess folder. Click on "Next". A folder will be created on your hard drive named "Clearacc".
 - Click "FINISH" on the window which appears after Setup has completed,
4. Click on "Install Manuals"
 - Click on "Next"
 - You will be asked where to install the manuals. Choose copy to hard disk. (This is the default and you shouldn't need to change anything.) Click on "Next".
 - Click on "Next"
 - A selection of the 4 different types of manuals will appear. The default is all manuals, Click on "Next".
 - Choose Program File path for ClearAccess Manuals. Click on "Next". (The manuals are stored on your hard drive in the Clearacc folder under the folder Manuals. These manuals may be viewed online through the ClearAccess Help facility or may be printed in part or whole.)
 - After setup is complete, Click on "OK". The Install window will pop up.

5. Click on “Install Acrobat Reader”

- A box will pop up asking if you would like to do the install. Click “Yes”
- The Welcome to Acrobat Reader setup window will display. Click on “Next”.
- The License Agreement will display. Click on “Next”.
- A window will display indicating where the Acrobat Reader will be installed. Click on “Next”. Setup is complete window will display (it may be behind the next Readme window.
- You will be asked if you want to read the Readme file. This file contains information about changes since the last version of the program was implemented. If you would like to read this file now, click on “Finish”. If you do not want to read this file now, unselect the indicator and click on “Finish”.
- You will get a window which indicates setup is complete. Click on “Next”.
- The Install Window will pop up.

6. Click on “Exit”

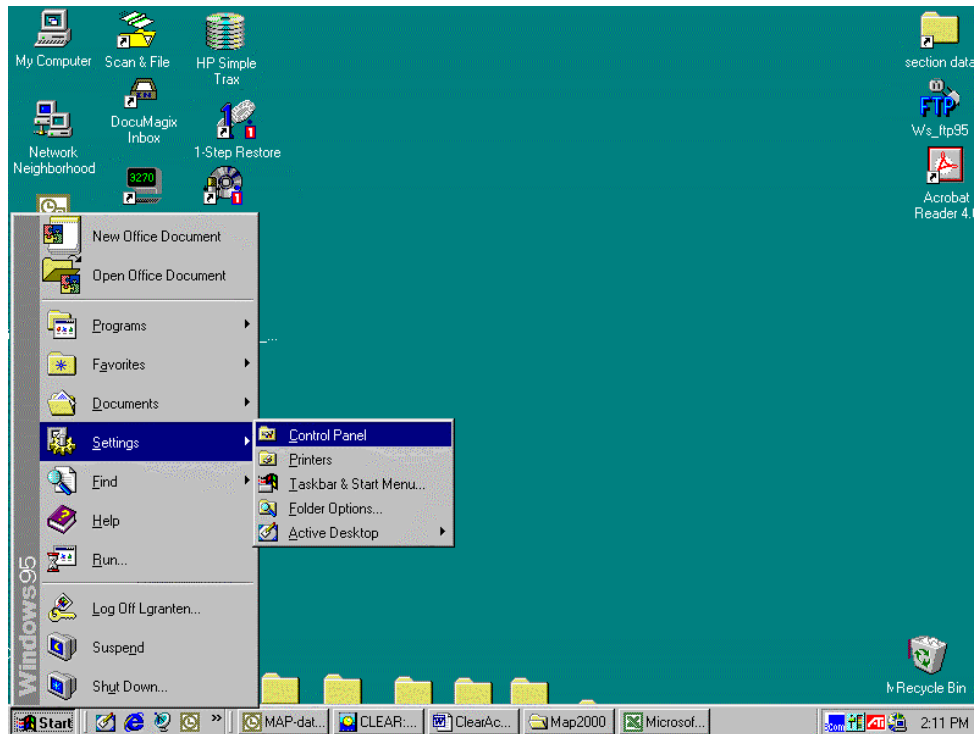
7. Remove CD Rom from the drive.

Step 2: ODBC Set Up Procedures for Windows

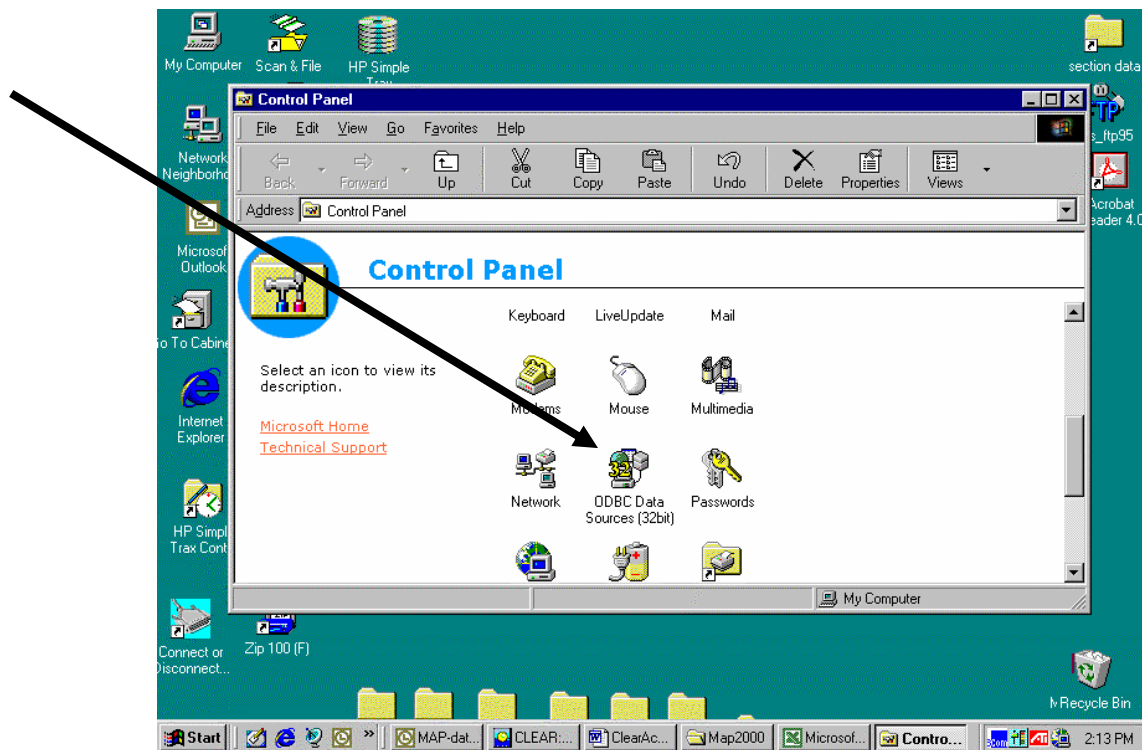
An ODBC (Open Database Connectivity) makes it possible to use a variety of different sources, such as Excel spreadsheets, Microsoft Access databases, and comma delimited files, just as you would a large database. Additional information on ODBC can be found in your ClearAccess manual, Volume II, Appendix E.

You will be using ODBC in order to access the Missouri Assessment Program data. To set up your MAP ODBC, please perform the following steps.

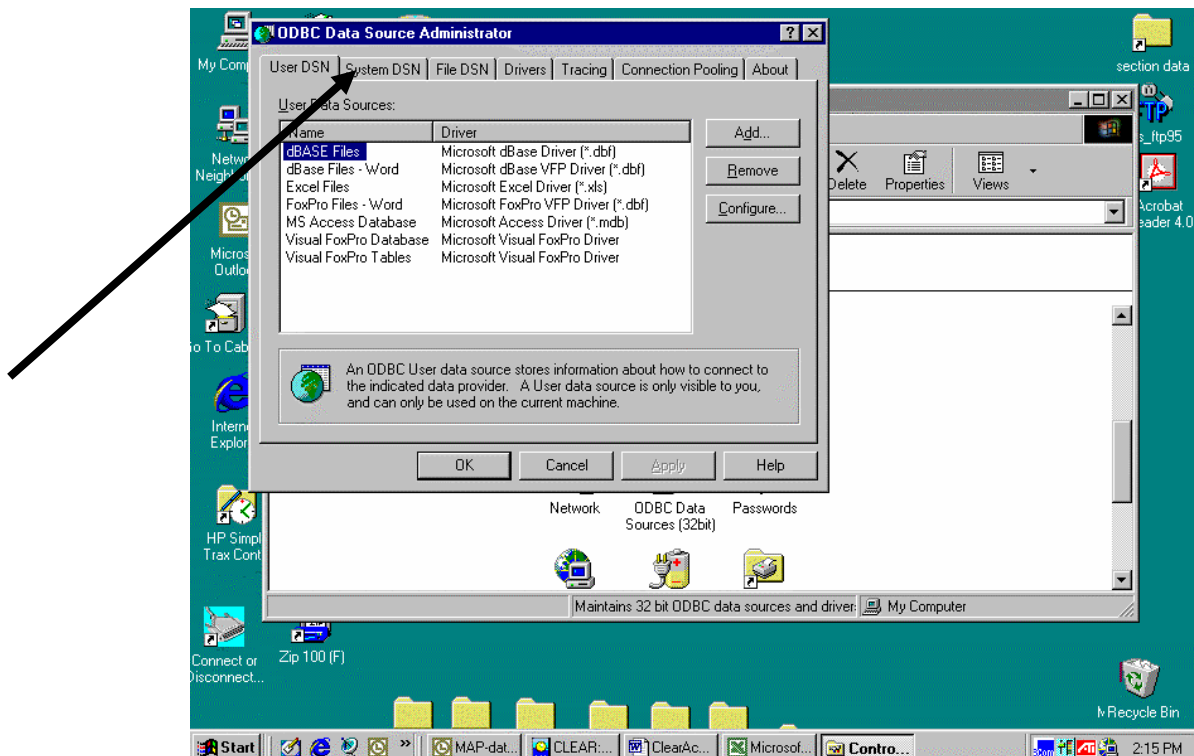
1. Turn on your computer.
2. Insert the CD containing the data into your CD Rom drive.
3. Bring up the Control Panel for your computer by clicking on Start → Settings → Control Panel. This can be done in different ways.



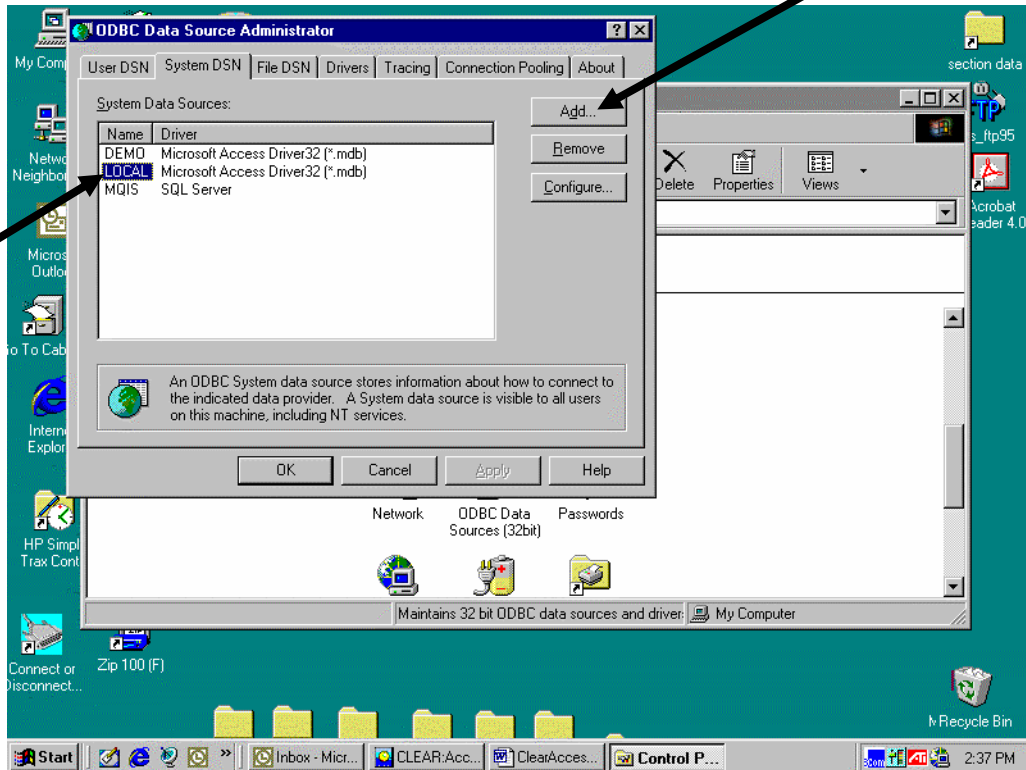
4. Select ODBC Data Source (32bit) by double clicking on the icon. If you have Windows NT or XP, you will need to click on the “Administrative Tools” folder to locate the ODBC icon.



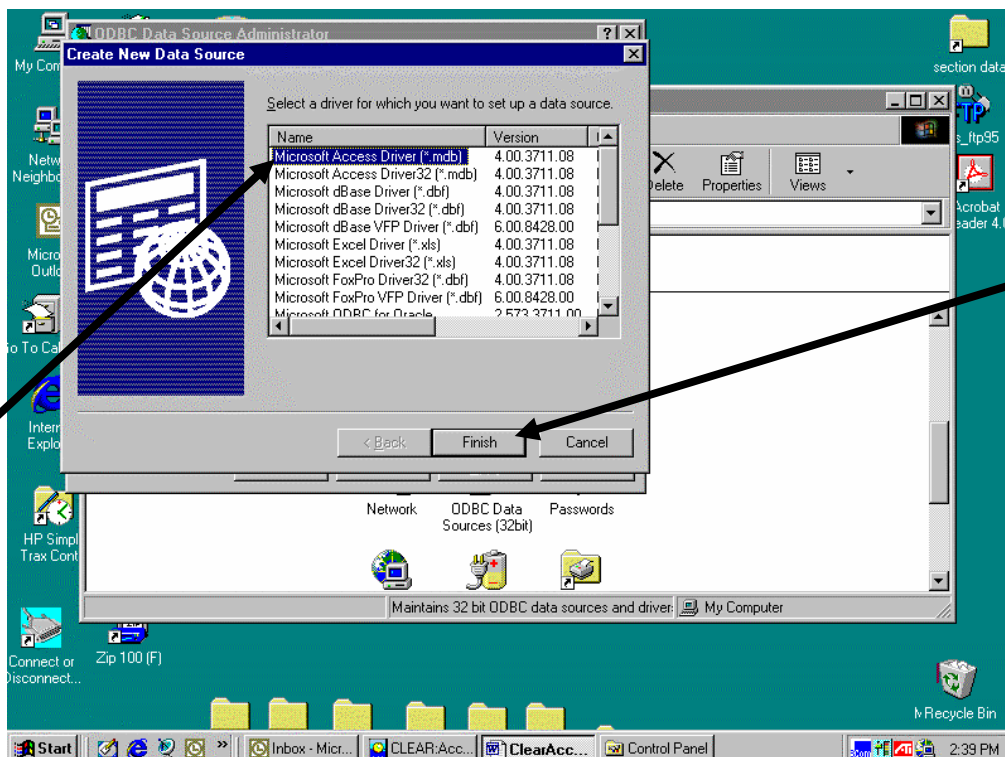
5. Select the System DSN tab.



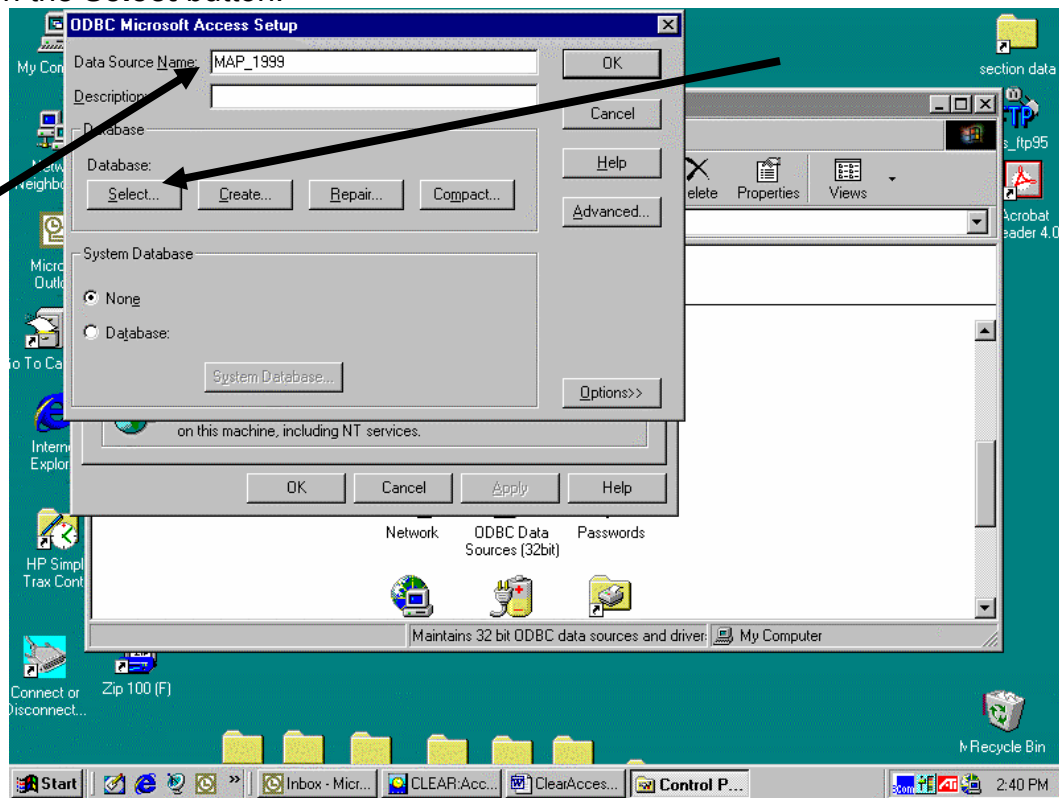
6. Highlight the word **LOCAL** and then click on **ADD**.



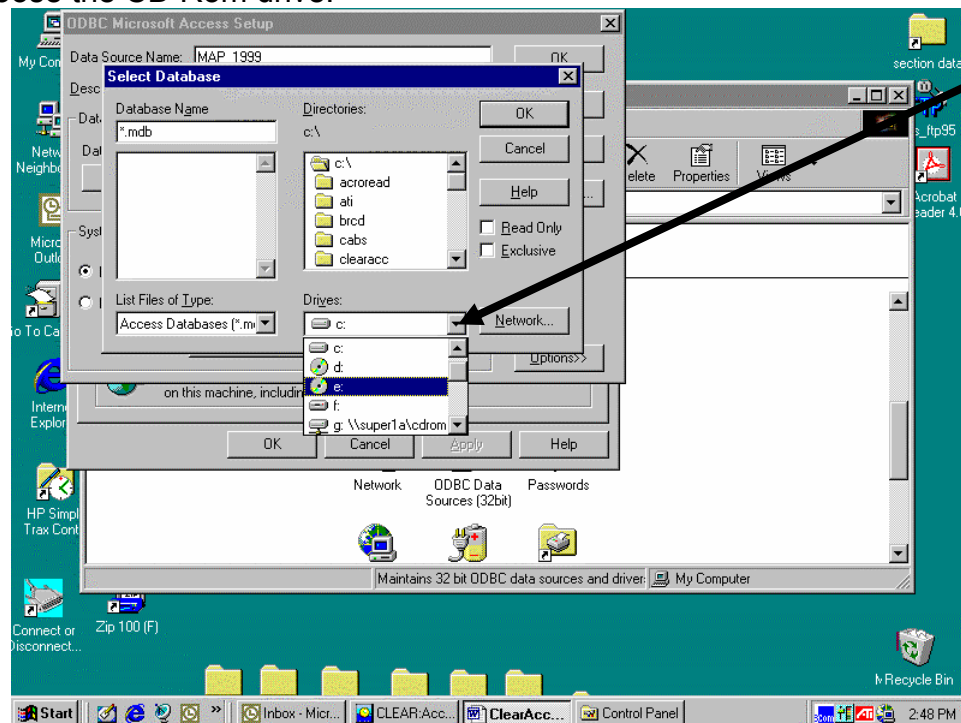
7. Choose either **Microsoft Access Drive (.mdb)** or **Microsoft Access Driver32 (.mdb)** (depending on whether you machine supports 16bit or 32bit applications). Click on **Finish**.



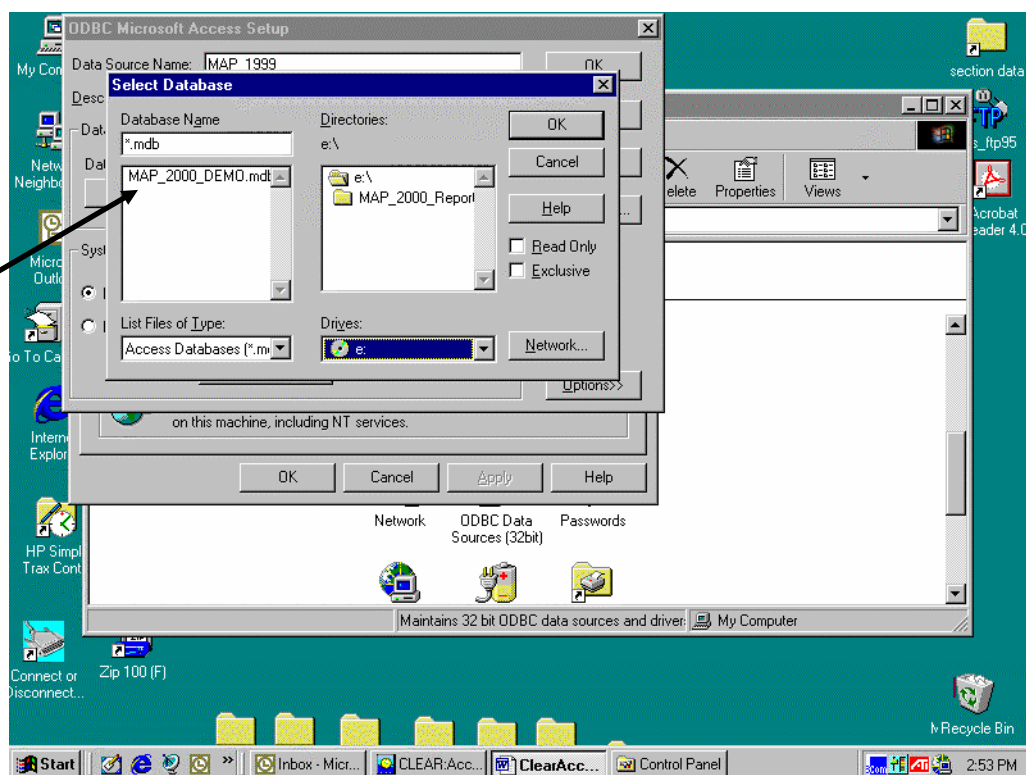
8. In “Data Source Name” type **MAP_1999**. Type it exactly the way shown. Under the database click on the **Select** button.



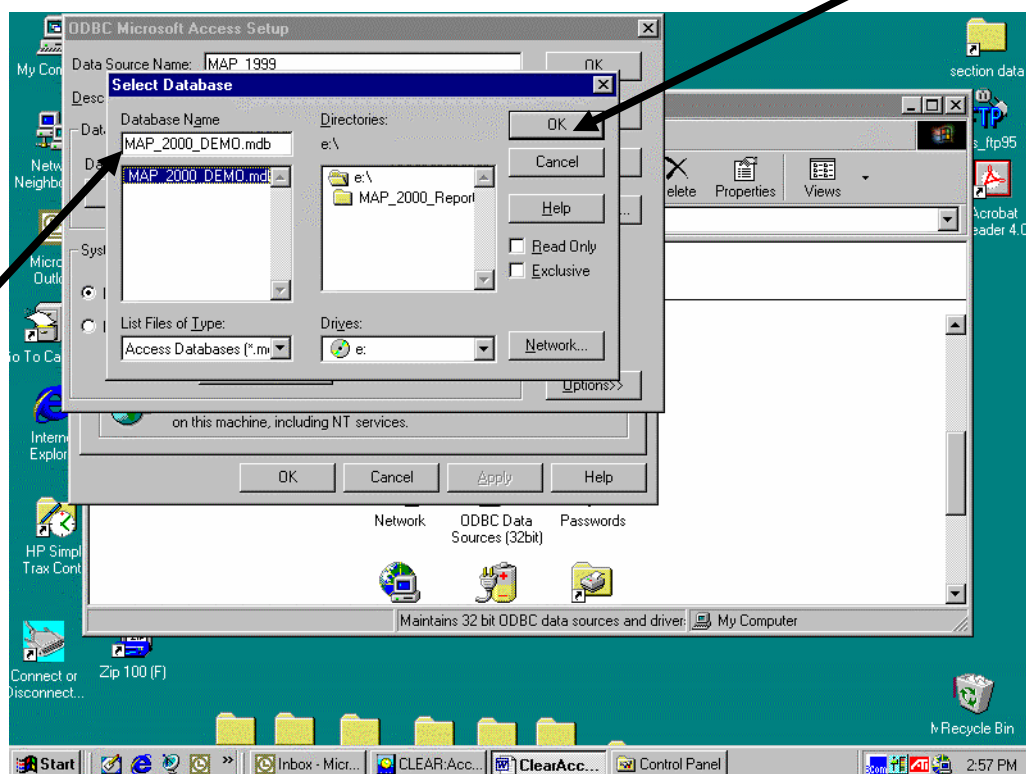
9. Your data currently resides on your CD Rom drive (typically D or E drive). The dataset to choose is named MAP_1999_XXXXXX (where XXXXXX is equal to your 6 digit County District code with no dash). Under the drives in the lower right hand corner of the “Select Database” window choose the CD Rom drive.



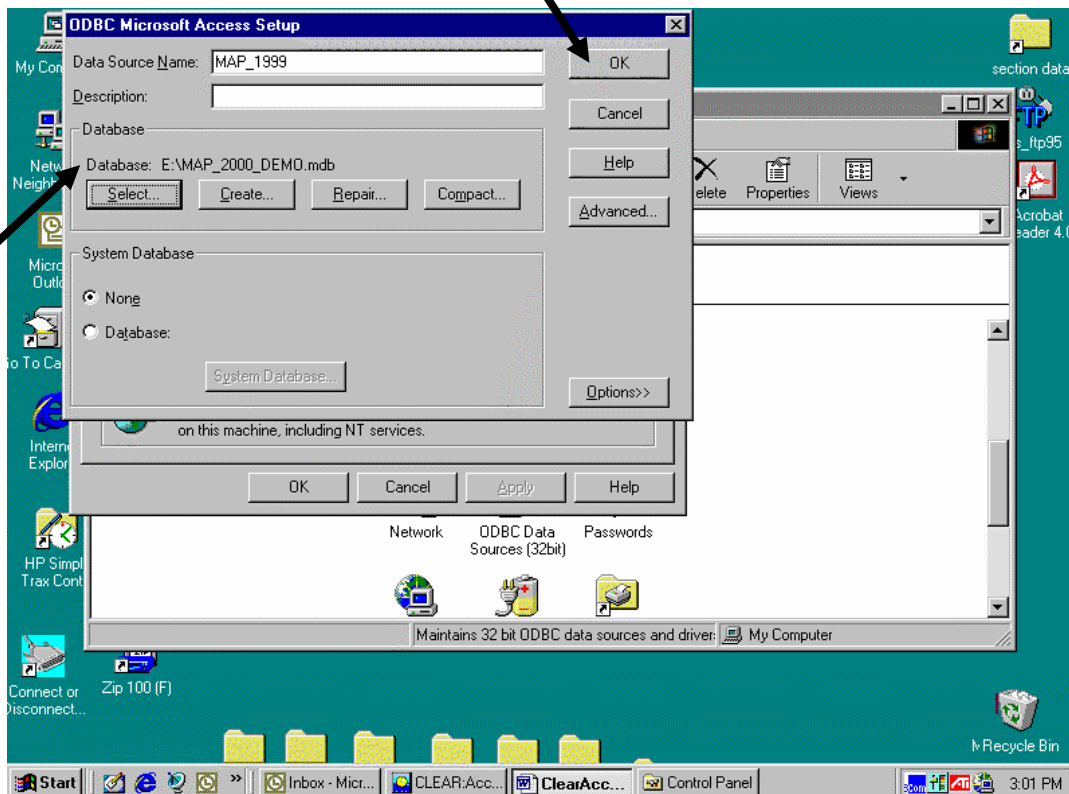
10. Under the Database Name on the left hand side of the window will be the data file. MAP_1999_XXXXXX.mdb. **NOTE: We are using the same naming structure as the beginning year, so even though the file name is 1999 the data is for 2004.**



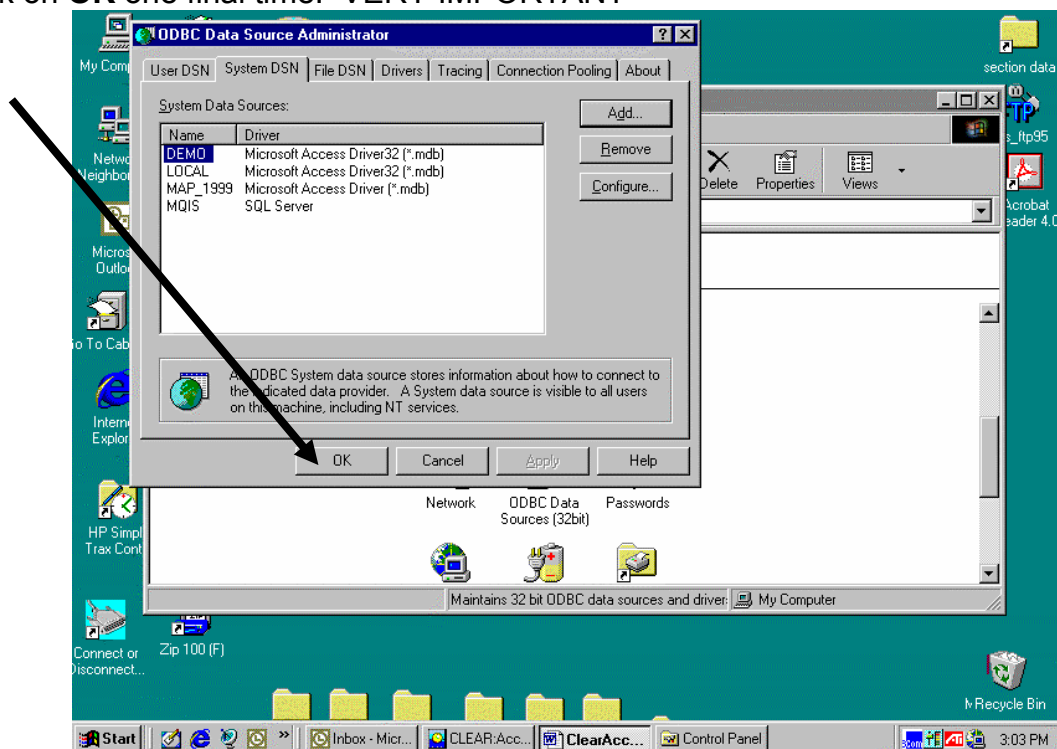
11. Click one time on the file it should then appear in the window directly under the Database Name. Click on **OK**.



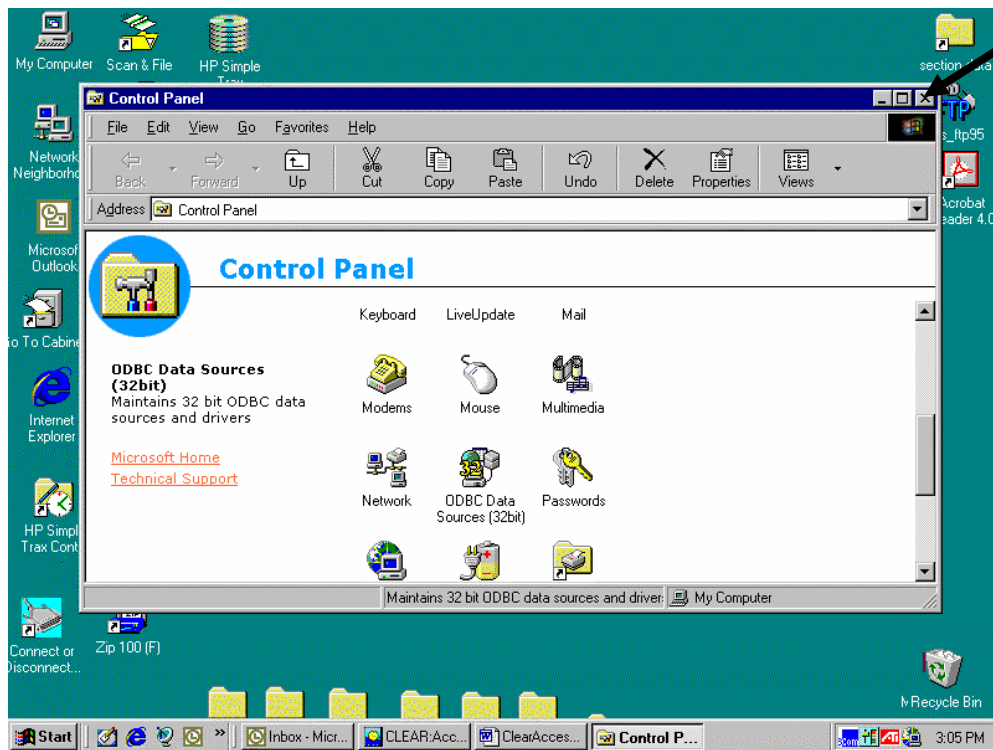
12. The window should now look like this. If the link worked there should be the file name beside the Database: **VERY IMPORTANT** → Click on **OK**.



13. Click on **OK** one final time. **VERY IMPORTANT**



14. After clicking on the FINAL OK you can close the control panel window by clicking on the X in the top right hand corner of the window. Your ODBC set-up is now complete.



To finish your set-up please refer to page 16.